South Carolina

DAODAS

USER MANUAL

VERSION 2.0

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INTRODUCTION

South Carolina DAODAS is a database tracking software package, which is based on the Center for Substance Abuse Prevention's (CSAP) Minimum Data Set (MDS), is a nationally recognized standard. MDS is a collection of standard data elements developed by CSAP to enable states, substance abuse agencies, community-based service providers, and others to quantify and compare the number and type of primary prevention and early intervention services delivered. The use of these standards provides a consistent and comprehensive basis to collect and analyze data. Also, additional features have been added onto the MDS standard that will allow greater flexibility and customization for your state as well as easily incorporating science-based or evidence-based programs into the prevention application.

The software is designed to use a Needs Assessment to choose targeted risk and protective factors, base goals and objectives on these risk and protective factors, track prevention activities aimed at accomplishing the goals and objectives, and evaluate the progress of the goals and the outcomes (success) of the programs. In addition, South Carolina DAODAS facilitates information sharing and tracking meeting results between the Prevention Partners and Coordinating agencies.

HOW TO USE THIS MANUAL

If you are new to the SC DAODAS application, read through the Tips For Using The Application Effectively section to get a general overview of how the application works.

As you begin to use the application doing the data entry tasks, refer to the specific task's section for step by step instructions on how to do that task. To go to a specific section, press down the **Ctrl** (**Control**) key on your keyboard and click on the desired section listed in the Table of Contents. It will immediately go to that task's section.

Anytime you see blue underlined text, this is a hyperlink (see the blue text above). Like the Table of Contents, it allows you to go directly to that section if you hold down the **Ctrl** (**Control**) key and click on the link. Use the hyperlinks to quickly go to the section referenced.

TIPS FOR USING THE APPLICATION EFFECTIVELY

Recommended Computer Settings

Screen Resolutions

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 pixels or larger. If your screen resolution is smaller (i.e., 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, you will have to scroll more both up & down and left & right to access all the data fields.

To change your PC monitor settings, right click on the **Desktop background** and select **Properties**. Next, click on the **Settings** tab and move the **Screen Resolution** scroll bar to the right (towards "more") to select 1024 X 768 resolution. Click the **OK** button at the bottom of the window to make the change effective.

Web Browser

The web browser supported by the South Carolina DAODAS application is Microsoft Internet Explorer (IE). Currently Mozilla Firefox, Netscape, AOL, MSN and other browsers may not be supported by KIT Prevention. They may function, but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blockers

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like South Carolina DAODAS require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that South Carolina DAODAS may not function or appear properly. You should either disable the pop-up blocker while using the South Carolina DAODAS application (while remembering to enable it, if desired, when not in South Carolina DAODAS) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option "Tools" and then go to "Internet Options". After the Internet Options window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If you're "Block Pop-Ups" checkbox is checked, then click on the "Settings" button. You can now add the South Carolina DAODAS Service links to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from South Carolina DAODAS. You will want to add https://scprev.kithost.net/scprevent2012 for the live application, and http://demo.kithost.net/scprevent2012 for the demo application. Once these sites are added to your "Allowed Sites" list, the pop-up blocker will no longer prevent pages from loading or appearing while you are using the South Carolina DAODAS Service.

*Note: These are instructions for Internet Explorer 7.0 and may be different for other Internet Explorer versions.

Application Navigating

The South Carolina DAODAS is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application. Start at Assessment, filling in all the information for that area before moving on to the Planning section. Continuing in this manner will ensure that all of the sections of the application have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

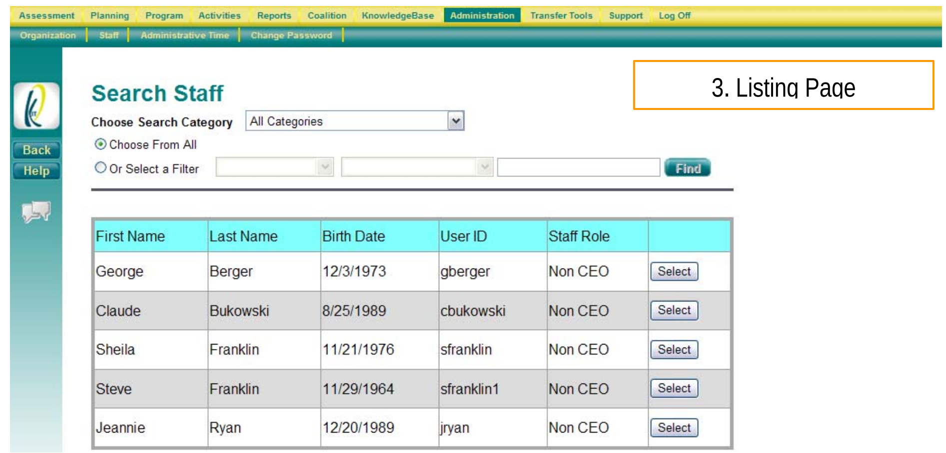
Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

Menu Information

The Menu for the service is located across the top of the screen. Some Menu categories may be broken down into submenu categories to choose from. The Menu categories list the main modules that are within the application. When a Menu category is selected a list of submenu categories will be displayed as links to access the modules.

1. Menu	Constant (unchanging). Available at all times.
2. Submenu Category	Varies depending on which Menu category is selected.
3. Listing Page	Varies depending on which Submenu Category is selected.

(This is a screenshot displaying the Menu (1) and a Submenu Category list (2))



(This is a sample screenshot displaying a Listing Page (3))

Listing Page

Each module or submenu category has a page listing the data that has been entered. This is called a "Listing Page". When going into an area where a Listing Page is available, the service allows you to select previously entered data to edit or view its content. No data is entered on the Listing Page.

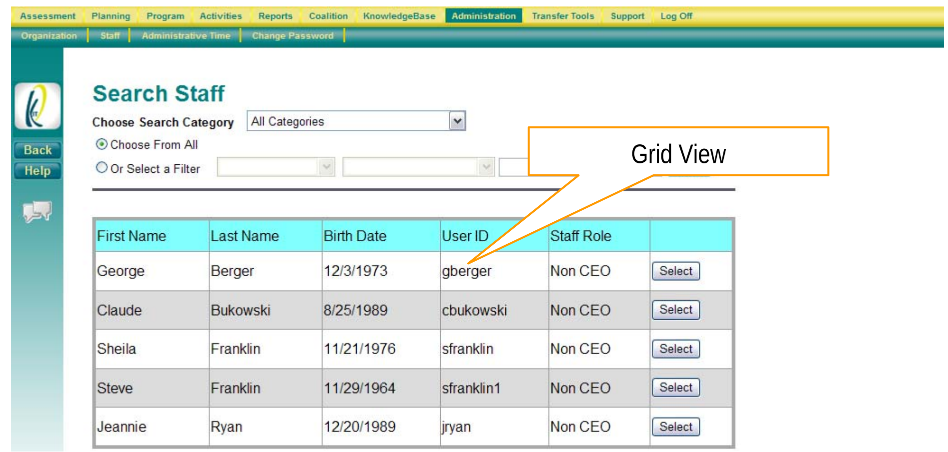
There are two types of Listing Pages:

1. **Grid View**
2. **Single Form View**

Grid View

The Grid View displays the data in tables. Specific pieces of data will be displayed within the Grid based on the fields within the entry/edit form. To get to a Grid View Listing Page, click Search (**Search**) from the left toolbar.

1. When first viewing a Listing Page, all of the data is available for Searching. Click the Select (**Select**) button to the left of the data you would like to edit/view.
2. You will be taken to the entry/edit screen. This page will be in edit mode (all data fields will be open for data entry). Make any changes needed to the form. Click the Save (**Save**) button from the left toolbar to save the changes.

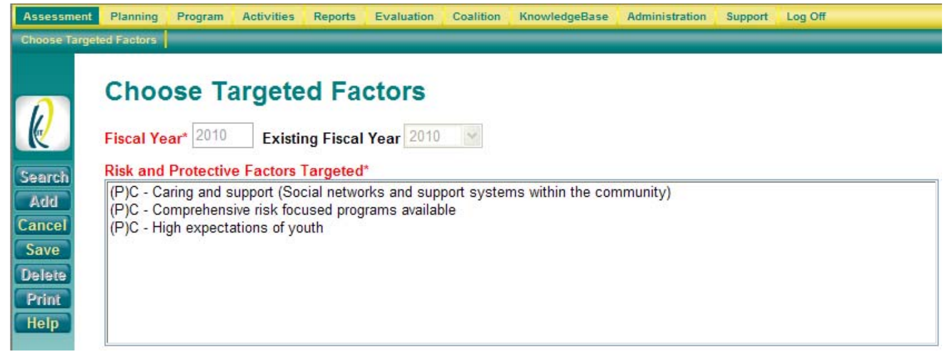


(This is a sample screenshot displaying a Listing Page)

Single Form View

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form. (See the Edit Form section for details on the Edit Form.)

- The form can be edited at any time, but you must click the Save (Save) button from the left toolbar to update the data.

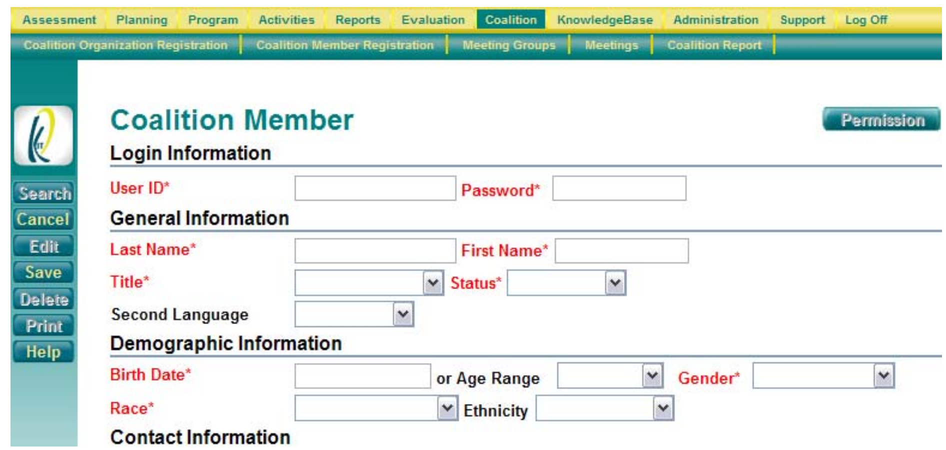


(This is a sample screenshot displaying a "Single Form View".)

Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for saving, cancelling and in some cases, adding and editing, are available on the left toolbar of the page. (See the Data Fields and Button section for additional details on the function of these buttons.)

- If you clicked the Add (Add) button from the left toolbar to enter new information into a form, the Edit Form data fields will be blank.
- When selecting the Select (Select) button to view existing data, the Edit Form data fields will display the data entered/selected previously. These fields may be modified, if needed.



(This is a screenshot displaying a blank Edit Form.)

Data Fields and Buttons

In the South Carolina DAODAS application there are several fields, boxes and buttons that are used to collect and store data.

Type	Preview / Description
Text Field (aka 'Text Box)	(fill in the blank)
Drop Down Menu (aka Pull Down Menu)	Please Select (select one)
Buttons	Select /\ \/ > < REMOVE
Radio Button	Selected Not selected
Check Boxes	Selected Not Selected
Required Fields	Fiscal Year* (Red text with an asterisk)
Chat feature	

It does not matter the order in which the above fields are filled in, but if a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data and you will not be able to save the form until that field has data.

Edit Form Buttons

Information is entered and edited on the computer screen through data entry/edit forms. The table below summarizes the buttons used to enter/edit information. Notice if the button is grayed out it is not selectable at this time.(see the **Delete** button in the table below)

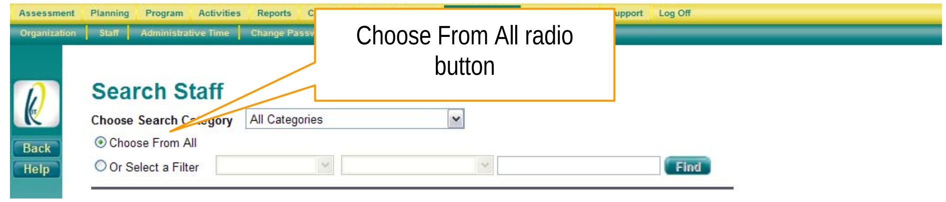
Search	Searches for information on the criteria (e.g. client name) that you specify
Add	Must be pressed first to add new information to a form
Edit	Allows you to change the information currently on the form
Save	Adds the information on the form to KIT Prevention database
Print	Prints the information currently on the form
Help	Displays the Expert Help screen
Delete	Removes the information currently on a form from the database
Cancel	Cancels the Add or Edit without saving any information entered (After you press 'Add' or 'Edit', a 'Cancel' button will replace that button.)

Search Feature

When going into **any** area where the search option is available, the application will default the view to data that was entered previously, or blank fields if there have not been any data entered. To view or modify data that has already been entered, you will need to use the 

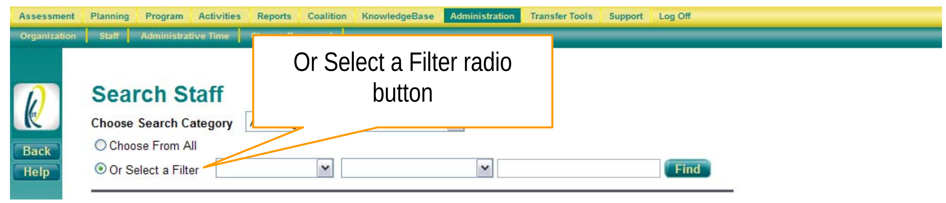
button (located on the left toolbar) and use the following instructions to find this data.

Using the Search Feature



(This is a screenshot of a Listing Page.)

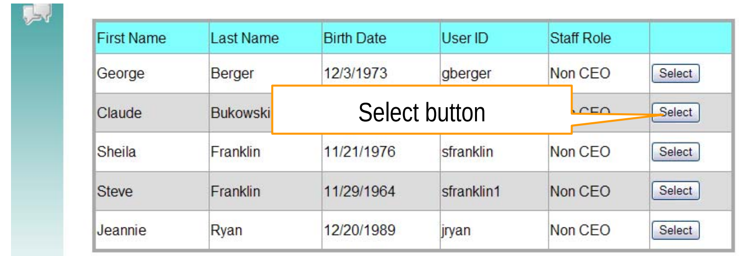
1. The **Search** area has many options to order and display the data. Change the **Choose Search Category** to one of the options in the dropdown menu to only see those categories come up in the search results or leave the setting "All Categories" to indicate that you would like to see all of the information available in the search results.
2. Click the **Choose From All** option to see all of the data (depending on the area you are searching) in your organization listed.



(This is a screenshot of a Listing Page.)

3. The **Or Select a Filter** option can allow you to limit search results based upon two search criteria. To change the search filters, click on the black arrow at the right-hand side of the blanks and choose an option.
4. If the **Choose Search Category** is set to "All Categories", the three search filters are used in the following method:
    a. The first search filter will display the search categories that you can pick from.
    b. The second search filter varies based upon the first choice.
    c. The third search filter is the criteria you are searching for (i.e. 10/20/07 as a date of a service).
5. If you use the **Or Select a Filter** option when the **Choose Search Category** is set to a specific category, only the second and third boxes will be present. Choosing a filtering means in the second box and then entering the criteria for your search in the third.

6. Once you have clicked the **Choose From All** option or used the **Or Select a Filter** option, you will see a list of data. Click the Select (**Select**) button next to the line that represents the data you would like to view/modify.
7. You will then be taken back to the previous screen. Click the Edit (**Edit**) button from the left toolbar to open the record for changes. Click the Save (**Save**) button from the left toolbar to save those changes.



First Name	Last Name	Birth Date	User ID	Staff Role	
George	Berger	12/3/1973	gberger	Non CEO	Select
Claude	Bukowski			CEO	Select
Sheila	Franklin	11/21/1976	sfranklin	Non CEO	Select
Steve	Franklin	11/29/1964	sfranklin1	Non CEO	Select
Jeannie	Ryan	12/20/1989	jryan	Non CEO	Select

(This is a screenshot of a Listing Page.)

LOGIN PROCEDURE

Logging into SC DAODAS

1. Connect to the Internet and open an internet browser (preferably Internet Explorer).
4. Enter this web site, https://scprev.kithost.net/scprevent2012/ and press **Enter** on your keyboard.
5. Type the login name provided by your acting administrator in the **User ID** field.
6. Type the password in the **Password** field.
7. Type the provider number in the **Organization ID** field.
8. Click the Login (**Login**) button.

To log out of the application, click the Log Off (**Log Off**) link in the upper right hand corner.

(Login Screen)

Tips

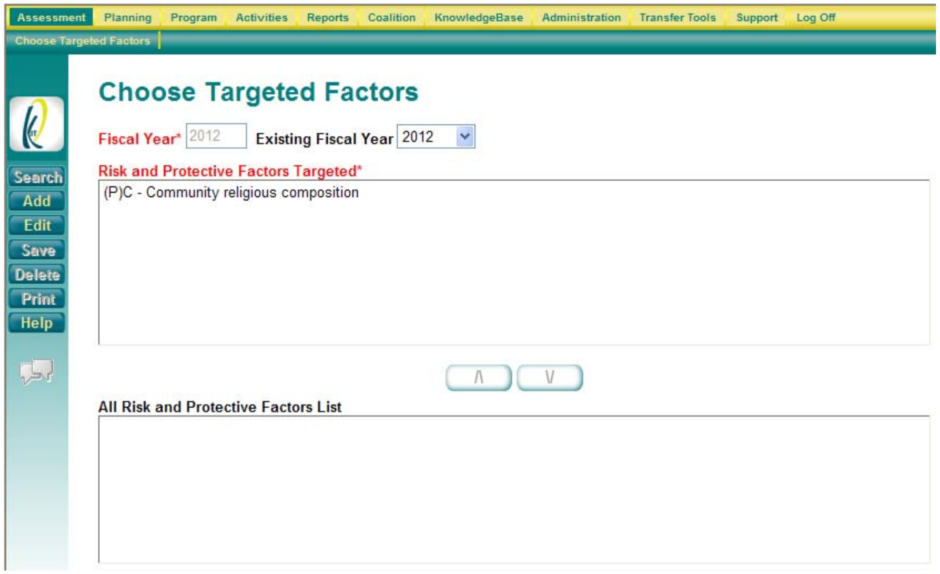
- The **User ID** IS NOT case sensitive.
- The **Password** IS case sensitive.
- If you entered the incorrect login information, click the Reset (**Reset**) button to reset the login fields.
- If you want to practice on the Demo site, click on the Click here for the 2012-2013 Demo site link.

ASSESSMENT

The Assessment portion of South Carolina DAODAS is used to evaluate the risk and protective factors that should be targeted based upon the needs of the community.

Choose Targeted Factors

You will be able to gauge the risk factors that your prevention programs should be targeting and the protective factors to counteract those risk factors. The risk and protective factors should come from your prevention planning coalition. South Carolina DAODAS has an option where you can choose the risk and protective factors for the planning year.

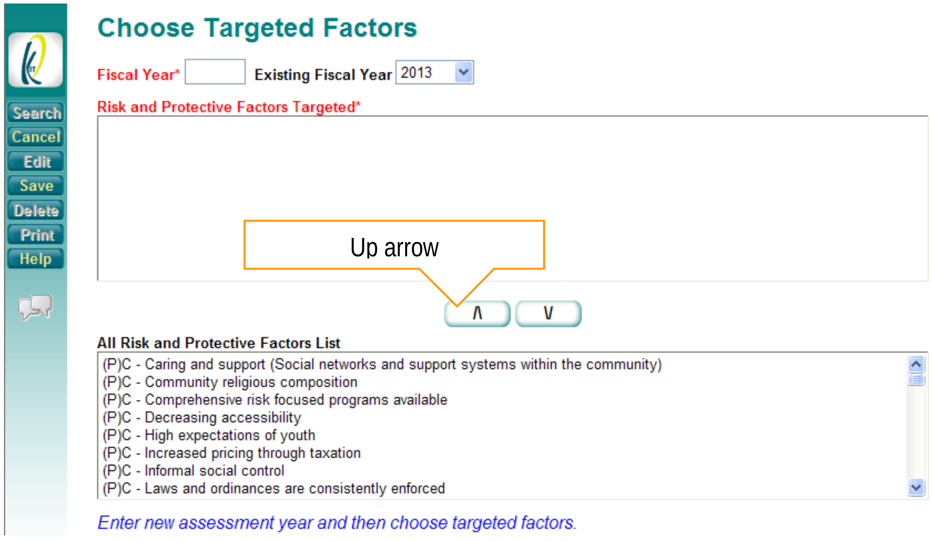


(This is a screenshot of the ChooseTargeted Factors Edit Form.)

Adding Targeted Factors

1. Click **Assessment** from the Menu.
2. Click **Choose Targeted Factors** from the submenu.
3. Click the Add (**Add**) button from the left toolbar.

4. Enter the current Fiscal Year*.
   *Example: Fiscal year should be 2013 for each goal for the 12/13 fiscal year.
5. A list of available factors is in the bottom box labeled **All Risk and Protective Factors List.** Click on the **Risk & Protective Factors** identified in your Needs Assessment. You may select as many as you need.
6. To select a factor, use the Λ arrow in the center of the screen to move the factor from the **All Risk and Protective Factors List** to the Risk and Protective Factors Targeted* list.
7. The Risk and/or Protective Factor(s) you selected will be displayed in the Risk and Protective Factors Targeted* box.
   a. If you want to remove a factor from the Targeted list, click on the factor in the Targeted list, and click the V arrow.
8. Click the **Save** (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the **Cancel** (**Cancel**) button from the left toolbar.



(This is a screenshot of the Choose Targeted Factors Edit Form.)

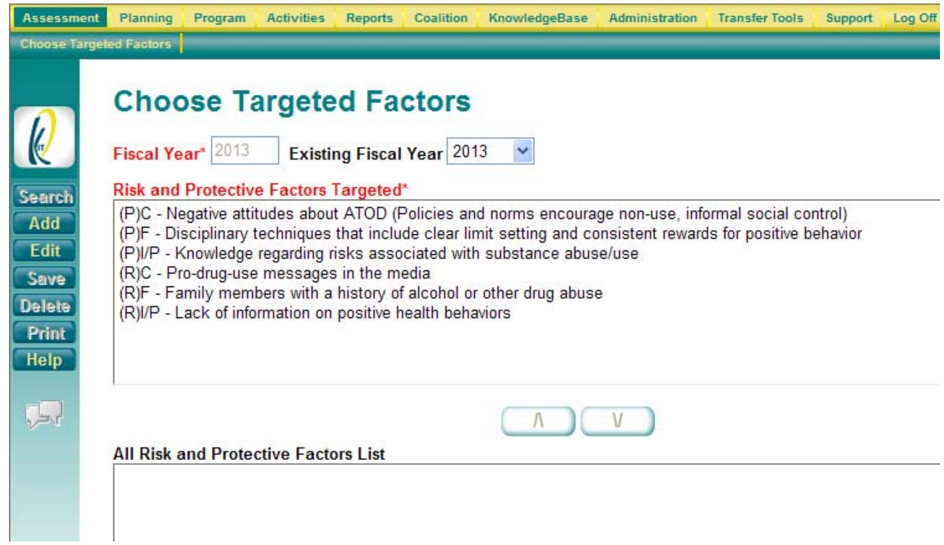
Tips

- The Risk and Protective Factors List is in alphabetical order with all of the Protective Factors listed first followed by the Risk Factors.

Editing Targeted Factors

1. Click **Assessment** from the Menu.
2. Click **Choose Targeted Factors** from the submenu.
3. Select the appropriate fiscal year from the **Existing Fiscal Year** dropdown menu.
4. Click the Edit (**Edit**) button from the left toolbar.
5. Use the Λ arrow in the center of the screen to move factors from the **All Risk and Protective Factors List** to the Risk and Protective Factors Targeted* list.
    a. The Risk and/or Protective Factor(s) you selected will be displayed in the Risk and Protective Factors Targeted* box.
6. If you want to remove a factor from the Targeted list, click on the factor in the Targeted list, and click the V arrow.
7. Click the Save (**Save**) button from the left toolbar.

   ***Note**: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.



(This is a sample screenshot of the Choose Targeted Factors Edit Form.)

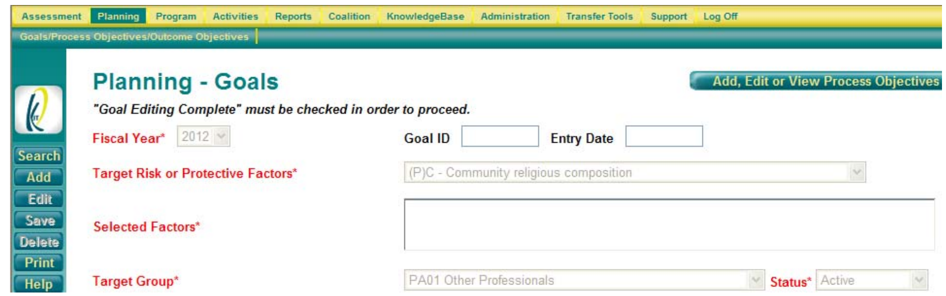
Tips

- The Choose Targeted Factors form can be edited but not deleted. The Delete (**Delete**) button is grayed out.

The Planning module allows you to starting planning by entering goals, process objective, and outcome objectives.

Goals/Process Objectives/Outcome Objectives

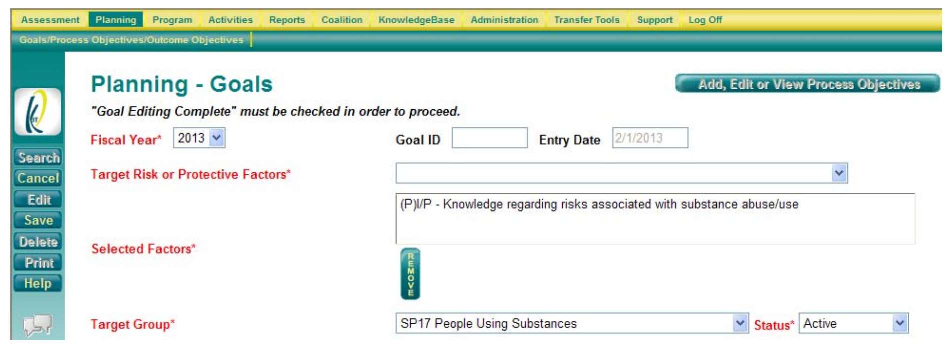
The "Goals/Process Objectives/Outcome Objectives" area allows the individual county agencies to identify the prevention goals they have set throughout the fiscal year, the Process Objectives associated with their goals and the Outcome Objectives associated with their process objectives.



(This is a partial screenshot of the Goals Edit Form.)

Adding a Goal

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Click the **Add** (**Add**) button from the left toolbar.



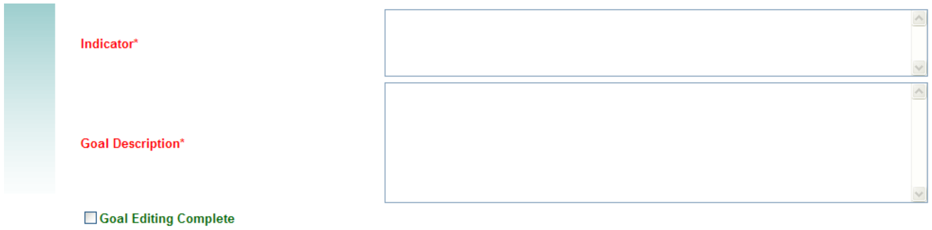
(This is a partial screenshot of the Goals Edit Form.)

4. Select the current Fiscal Year* from the dropdown menu.
5. Select the appropriate target factor(s) from the Target Risk or Protective Factors* dropdown menu. The target factor(s) will then be displayed in the Selected Factors* box.
   a. To remove one of the Selected Factors, click on the factor and then click on the **Remove** button.
6. Select the appropriate target population from the Target Group* dropdown menu.
7. The Status* is defaulted to *Active*.
   a. *Active*: currently in use. (can be viewed on other screens)
   b. *Inactive*: no longer in use. (will not appear on other screens)

8. Enter the Needs Assessment/Indicator Data and Problem Statement that will be used to evaluate the goal in the Indicator* field.
   ***Note**: Needs assessment data should be entered here, not evaluation tool.
9. Type a brief description of the goal in the Goal Description* box.
10. The **Goal Editing Complete** checkbox will be checked for you.
11. Click the 

(**Save**) button from the left toolbar.
   ***Note**: To exit this screen without saving any changes, click the 

(**Cancel**) button from the left toolbar.



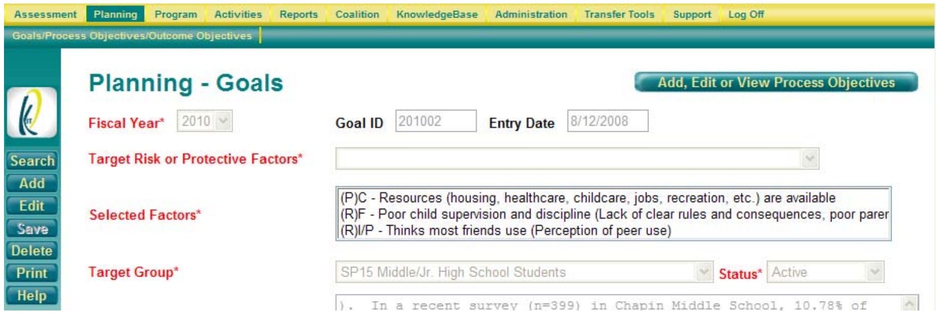
(This is a partial screenshot of the Goals Edit Form.)

Tips

- If the Goal you are working with was transferred from the previous fiscal year, you will need to check the '**Goal Editing Complete**' checkbox before any data entry can begin. This is used to confirm the Goal has been reviewed and is applicable for the current fiscal year.
- All Goal Descriptions MUST begin with the name of the program/strategy it relates to, or you will be asked to go back and correct this when the data is reviewed in August. (e.g. All-Stars: To reduce ATOD use among youth ages 12-14 in Sunny County).

Editing a Goal

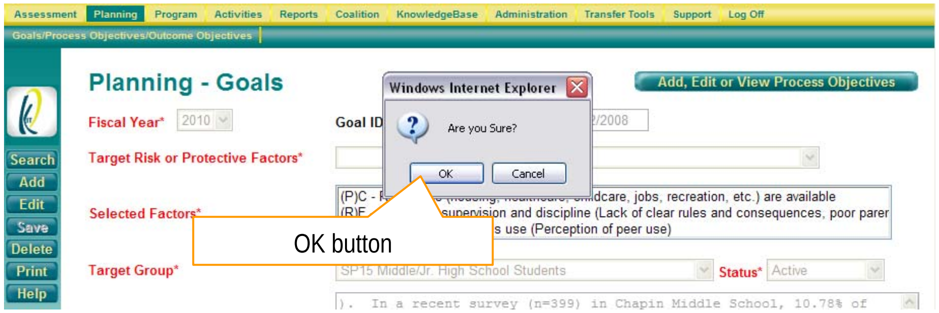
1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Locate the goal you wish to edit by clicking the Search (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the desired goal
5. Click the Edit (**Edit**) button from the left toolbar.
6. Make any changes needed to the details.
7. Click the Save (**Save**) button from the left toolbar.
   *__Note__: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.



(This is a partial screenshot of the Goals Edit Form.)

Deleting a Goal

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Locate the goal you wish to delete by clicking the Search (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the desired goal.
5. Click the Delete (**Delete**) button from the left toolbar.
6. A prompt appears stating "Are you sure?". Click the OK button.
   *__Note__: To cancel this deletion, click Cancel (**Cancel**).



(This is a partial screenshot of the Goals Edit Form.)

Tips

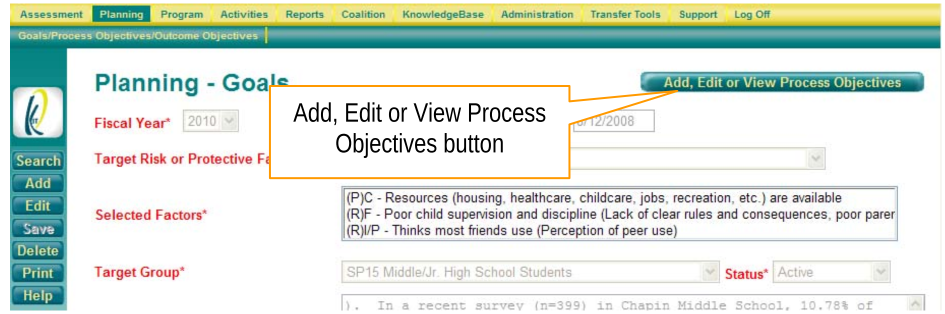
- If the Goal has been used in conjunction with an objective, program, or event, the application will not allow you to delete the goal. You must set it to *Inactive* Status.

Process Objective

The Process Objectives screen utilizes the new management plan format of South Carolina DAODAS. Once you receive your approved management plan, you can enter your process objectives onto this screen. Simply fill in the projected "Who," "What," "Where," "When," and "How Much or How Many" for each process objective. Process objectives will get tied to programs in the program section of the South Carolina DAODAS application.

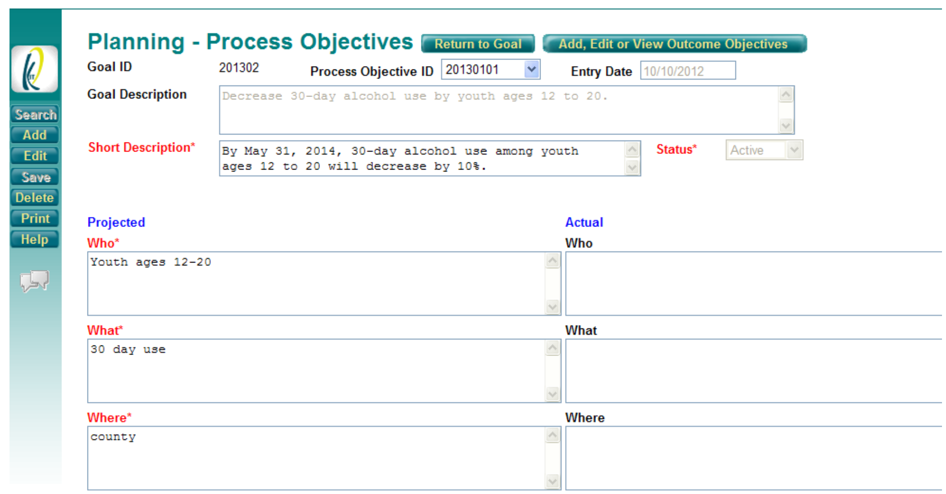
Adding a Process Objective

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Find the goal you wish to add a **Process Objective** to by clicking the Search (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the desired goal.
5. Click the Add, Edit or View Process Objectives (**Add, Edit or View Process Objectives**) button.
6. From the **Planning - Process Objectives** screen, click the Add (**Add**) button from the left toolbar.



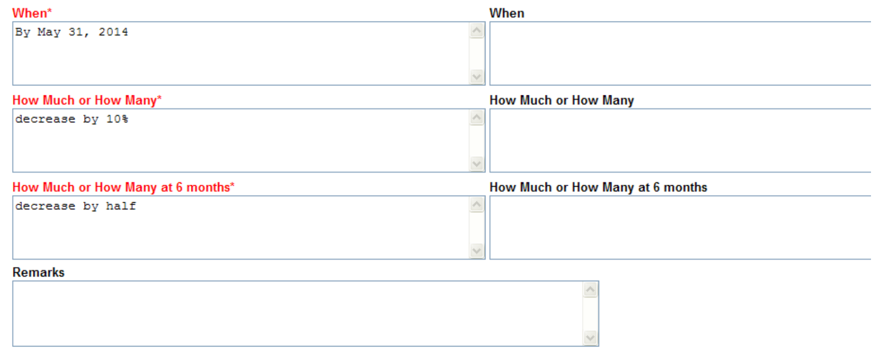
(This is a partial screenshot of the Goals Edit Form.)

7. The **Goal Description** is automatically filled in for you. Ensure that this is the correct goal you would like to add a **Process Objective** to.
8. Enter a **Short Description*** of the **Process Objective**.
   *Note: Keep the Description brief. This field has a limit of 100 characters.
9. The **Status*** is defaulted to *Active*.
   a. *Active*: currently in use. (can be viewed on other screens)
   b. *Inactive*: no longer in use. (will not appear on other screens)
10. Type the **Projected** information for this objective into the fields of Who*, What*, Where*, When*, How Much or How Many*, and How Much or How many at 6 months*.
    *Note: The Actual fields will be filled in later when you have completed your prevention work for the fiscal year.



(This is a partial screenshot of the Process Objectives Edit Form.)

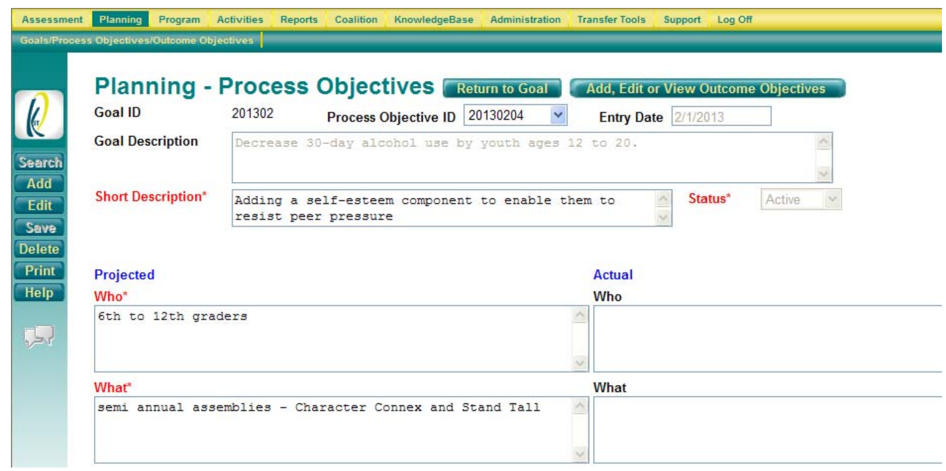
11. If desired, enter in any **Remarks**.
12. Click the **Save** (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the **Cancel** (**Cancel**) button from the left toolbar.



(This is a partial screenshot of the Process Objectives Edit Form.)

Editing a Process Objective

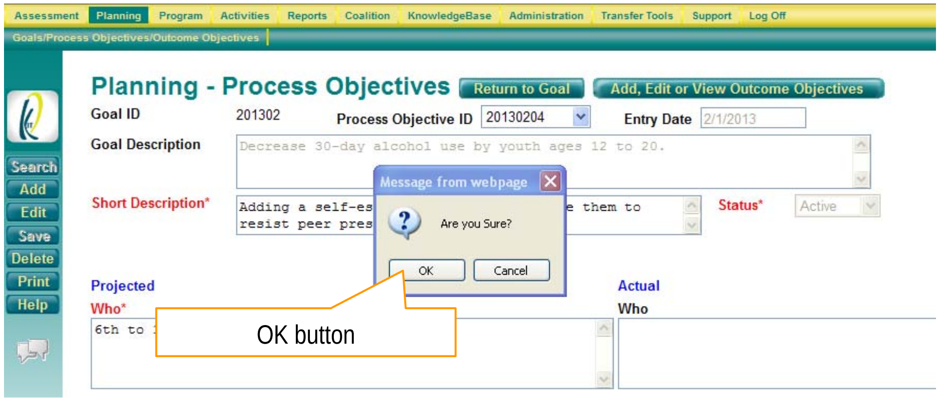
1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Find the goal of the **Process Objective** you wish to edit by clicking the **Search** (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the desired goal.
5. Click the **Add, Edit or View Process Objectives** (**Add, Edit or View Process Objectives**) button.
6. Use the **Process Objective ID** dropdown menu to select the desired Process Objective.
7. Click the **Edit** (**Edit**) button from the left toolbar.
8. Make any changes needed to the details.
9. Click the **Save** (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the **Cancel** (**Cancel**) button from the left toolbar.
   a. To return to the previous screens, click the **Return to** (**Return to**) button from each screen.



(This is a partial screenshot of the Process Objectives Edit Form.)

Deleting a Process Objective

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Find the goal of the **Process Objective** you wish to delete by clicking the Search (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the desired goal.
5. Click the Add, Edit or View Process Objectives (**Add, Edit or View Process Objectives**) button.
6. Use the **Process Objective ID** dropdown menu to select the desired Process Objective.
7. Click the Delete (**Delete**) button from the left toolbar.
    a. A prompt appears stating "Are you sure?". Click the OK button.
    ***Note**: To cancel this deletion, click Cancel (**Cancel**).



(This is a partial screenshot of the Process Objectives Edit Form.)

Outcome Objective

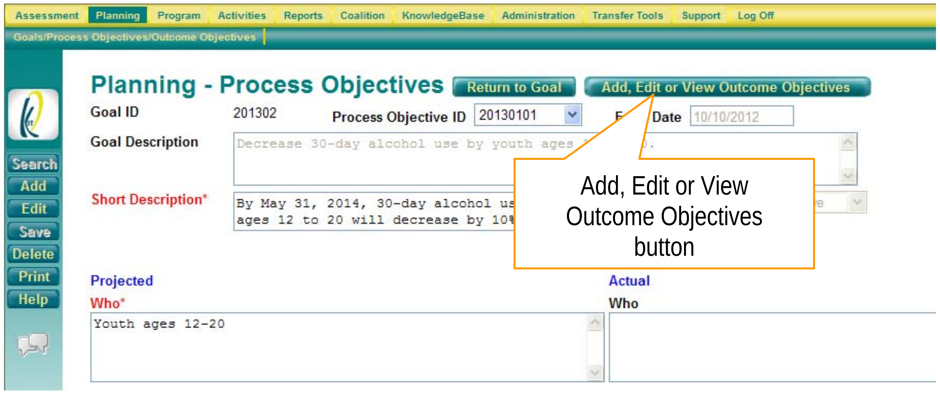
The Outcome Objectives screen also utilizes the same new management plan format that Process Objectives use. Fill in the projected “Who,” “What,” “Where,” “When,” and “How Much or How Many” for each Outcome Objective. Outcome Objectives will get tied to specific services in the Activities section of South Carolina DAODAS.

Adding an Outcome Objective

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Find the goal you wish to add an **Outcome Objective** to by clicking the Search (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the desired goal.
5. Click the Add, Edit or View Process Objectives (**Add, Edit or View Process Objectives**) button.

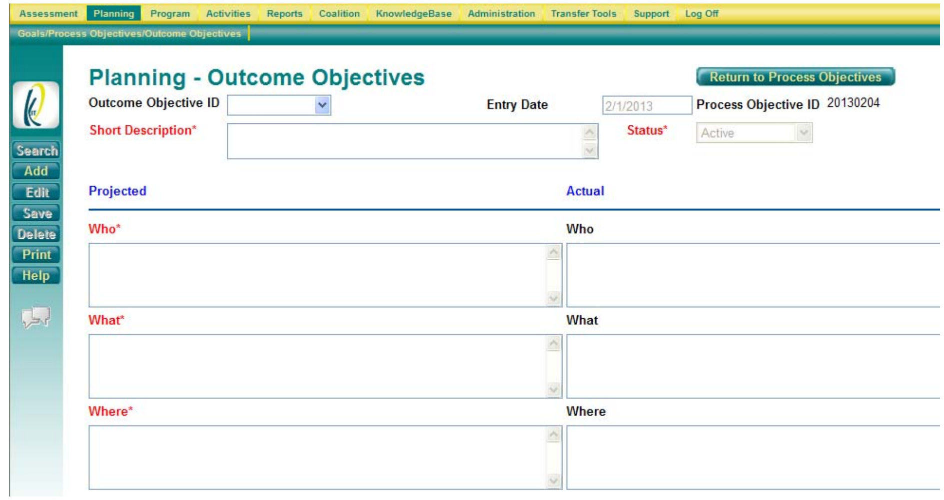
(This is a partial screenshot of the Goals Edit Form.)

6. Use the **Process Objective ID** dropdown menu to select the desired process objective.
7. Click the Add, Edit or View Outcome Objectives (**Add, Edit or View Outcomes Objectives**) button.
8. On the Outcome Objectives screen, click the Add (**Add**) button from the left toolbar.



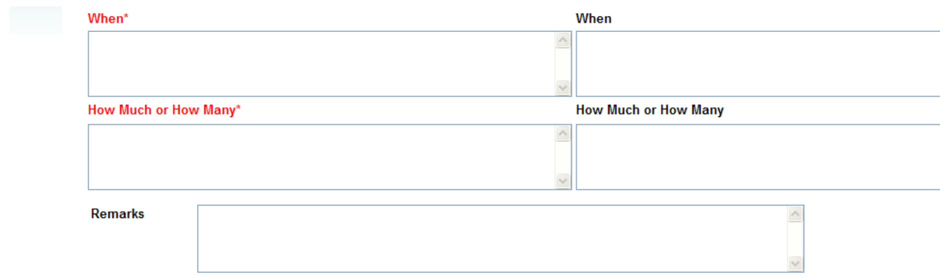
(This is a partial screenshot of the Process Objectives Edit Form.)

9. Enter a Short Description* of the Outcome Objective.
*Note: Keep the Description brief. This field has a limit of 100 characters.
10. The Status* is defaulted to *Active*.
    a. *Active*: currently in use. (can be viewed on other screens)
    b. *Inactive*: no longer in use. (will not appear on other screens)
11. Type the Projected information for this objective into the fields of Who*, What*, Where*, When*, and How Much or How Many*.
*Note: The Actual fields will be filled in later when you have completed your prevention work for the fiscal year.



(This is a partial screenshot of the Outcome Objectives Edit Form.)

12. If desired, enter in any Remarks.
13. Click the Save (Save) button from the left toolbar.
*Note: To exit this screen without saving any changes, click the Cancel (Cancel) button from the left toolbar.



(This is a partial screenshot of the Outcome Objectives Edit Form.)

Tips

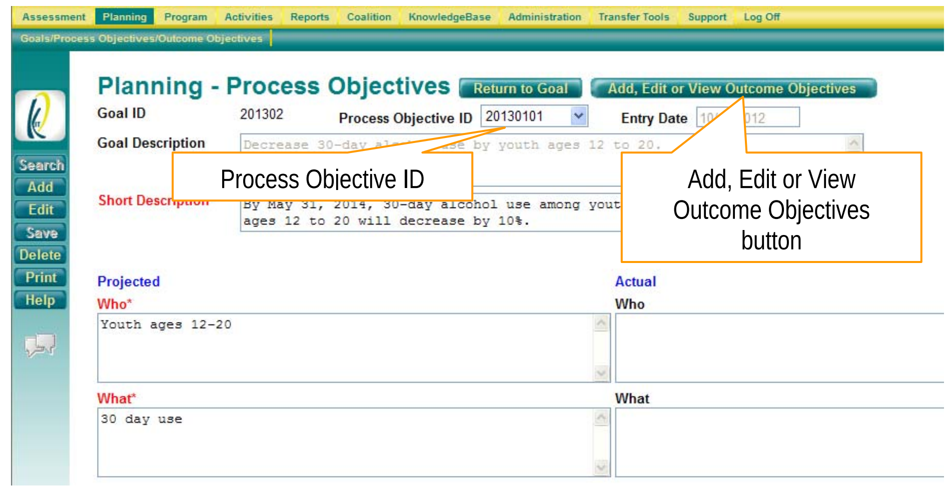
- Keep Short Description brief. Text fields may cut off if too many characters are entered.
- If using the statement “Outcomes cannot accurately be accessed”, be sure to fill in each text box field with this statement.

Editing an Outcome Objective

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Find the goal of the **Outcome Objective** you wish to edit by clicking the Search (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the desired goal.
5. Click the Add, Edit or View Process Objectives (**Add, Edit or View Process Objectives**) button.

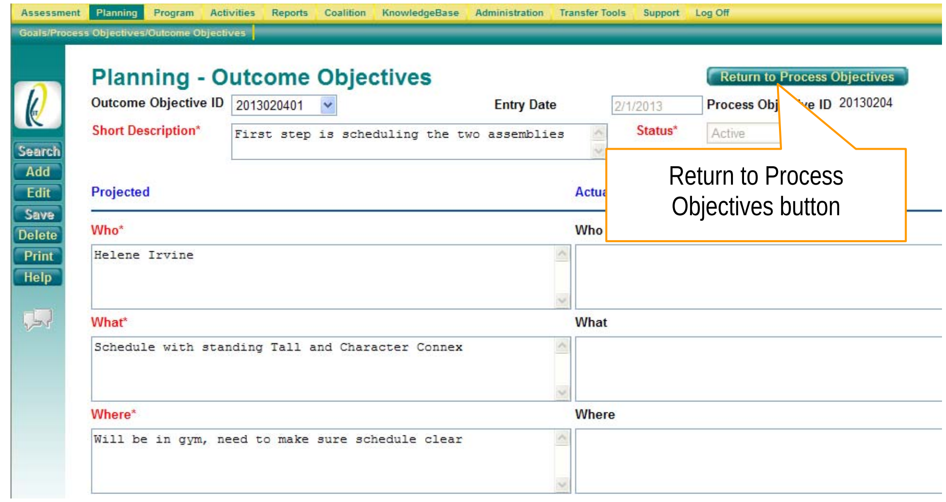
(This is a sample screenshot of the Goals Edit Form.)

6. Use the **Process Objective ID** dropdown menu to select the process objective of the outcome objective you wish to edit.
7. Click the Add, Edit or View Outcome Objectives (**Add, Edit or View Outcomes Objectives**) button.



(This is a partial screenshot of the Process Objectives Edit Form.)

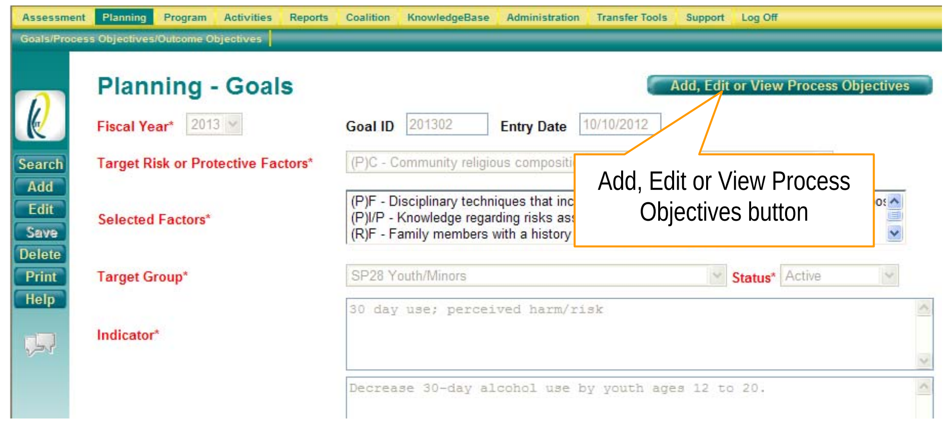
8. Select the Outcome Objective that needs to be edited from the **Outcome Objective ID** dropdown menu.
9. Click the Edit (**Edit**) button from the left toolbar.
10. Make any changes needed to the details.
11. Click the Save (**Save**) button from the left toolbar.
    *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.
12. To return to the previous screen, click the Return to Process Objectives (**Return to Process Objectives**) button.



(This is a sample screenshot of the Outcome Objectives Edit Form.)

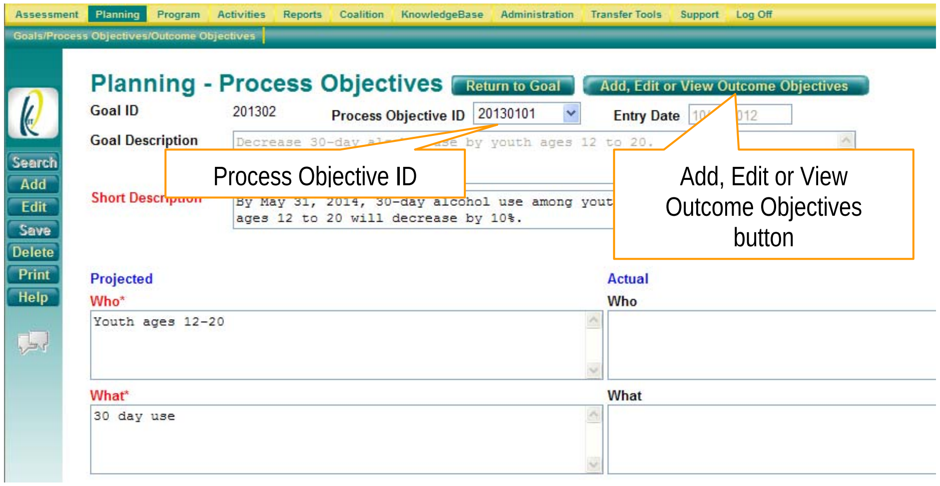
Deleting an Outcome Objective

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Find the goal of the Outcome Objective you wish to delete by clicking the Search (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the desired goal.
5. Click the Add, Edit or View Process Objectives (**Add, Edit or View Process Objectives**) button.



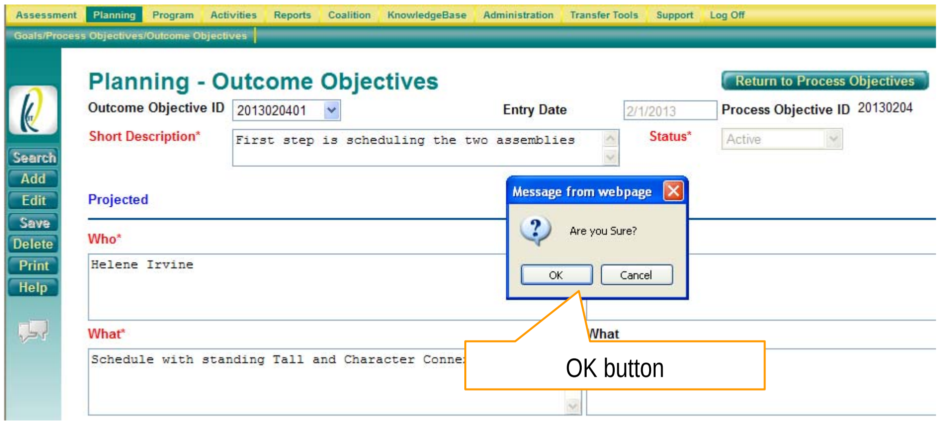
(This is a partial screenshot of the Goals Edit Form.)

6. Use the **Process Objective ID** dropdown menu to select the process objective of the outcome objective you wish to delete.
7. Click the Add, Edit or View Outcome Objectives (**Add, Edit or View Outcomes Objectives**) button.



(This is a partial screenshot of the Process Objectives Edit Form.)

8. Select the Outcome Objective that needs to be deleted from the **Outcome Objective ID** dropdown menu.
9. Click the Delete (**Delete**) button from the left toolbar.
10. A prompt appears stating "Are you sure?". Click the OK (**OK**) button. *Note: To cancel this deletion, click Cancel (**Cancel**).
11. To return to the previous screen, click the Return to Process Objectives (**Return to Process Objectives**) button.



(This is a partial screenshot of the Outcome Objectives Edit Form.)

Tips

- If the objective is in conjunction with a program, goal, or event the application will not allow you to delete the objective you must set it to *Inactive.*

PROGRAM

The Program module allows you to choose either a local innovative program or a Science-based program and enter the appropriate information related to the program.

Programs

There are three types of programs:

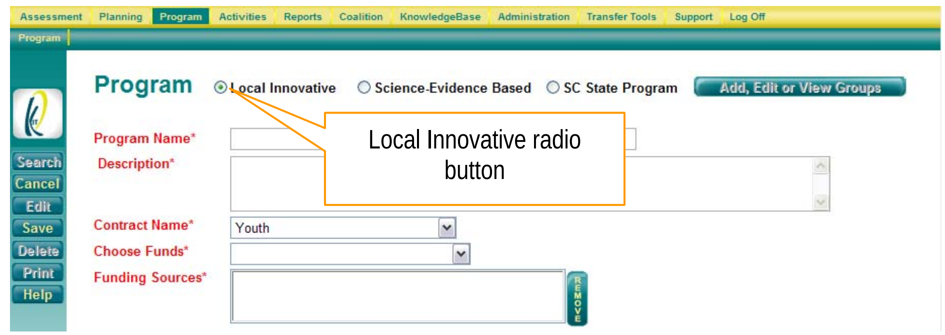
1. *Local Programs* are programs used for Prevention but not yet evaluated by SAMHSA to be proven effective.
2. *Science-Evidence Based Programs* are programs proven effective according SAMHSA. The types include: Effective – Produce a consistent positive pattern of results, Model – Well implemented and well-evaluated, and Promising – Demonstrate positive outcomes in preventing substance abuse.
3. *South Carolina State Programs* are the state programs listed on the program page. Please ensure that you are using the descriptions provided as you enter these programs. Otherwise, upon review, they will have to be corrected.

Adding a Local Innovative Program

1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Click **Add** (**Add**) button from the left toolbar.

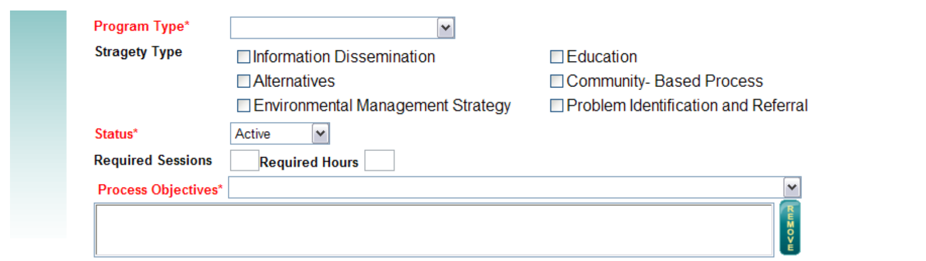
(This is a partial screenshot of the Program Edit Form.)

4. Select **Local Innovative** as your program type by clicking the radio button.
5. Enter the Program Name*.
6. Enter the description of the program in the Description* textbox.
7. Select the type of contract from the Contract Name* dropdown menu.
8. Select your funding source from the Choose Funds* dropdown menu. You can select multiple entries for the Funds.
   Note: Once a funding source is selected, it will appear in the Funding Sources box directly below the Choose Funds* dropdown menu. *Note: Use the "Other" choice for non-DAODAS-funded efforts only.
   a. To remove a fund from the list, click on the fund and then click the **Remove** button to return it to the Choose Funds* list.



(This is a partial screenshot of the Local Innovative Program Edit Form.)

9. Select the type of program from the Program Type* dropdown menu.
   *Note: The only programs that may include Single Service activities are those that have a Program Type of "Universal-Indirect".
10. Select the strategy the program belongs to using the **Strategy Type** checkboxes.
11. The Status* is automatically defaulted to *Active*.
    a. *Active*: currently in use. (can be viewed in other screens)
    b. *Inactive*: no longer in use. (will not appear on other screens or reports)
12. Enter the number of **Required Sessions** and **Required Hours** in the corresponding fields.
13. Select the Process Objectives* from the dropdown menu to link to this

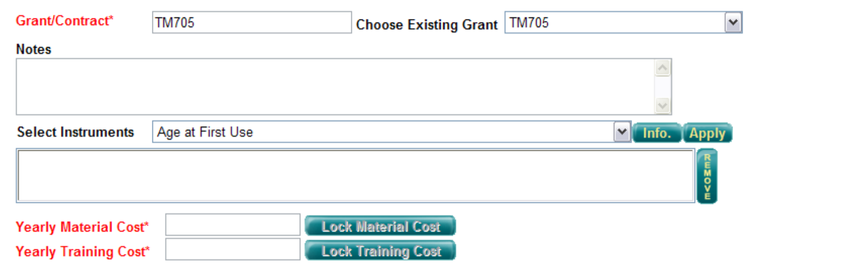


(This is a partial screenshot of the Local Innovative Program Edit Form.)

program. Repeat this process to add more objectives to the program.
Note: Once an objective is selected, it will appear in the box directly below the Objective dropdown menu.

   a. To remove an objectives, click on the objective and then click on the **Remove** button to return it to the Process Objectives* list.

14. Enter the name of the grant/contract in the Grant/Contract* field or select the appropriate grant/contract from the **Choose Existing Grant** dropdown menu.
15. If desired, fill in the **Notes** box if you wish to enhance the pre-populated description of a science based program.
16. Select the survey instrument from the **Select Instruments** dropdown menu. You can select multiple entries for the **survey.**
*Note: If you will be doing Assessments for groups or clients, you must select an Instrument.
*Note: If the program is using the DAODAS Standard Survey, that choice must be selected. There is no reason to select anything else in this box.
   a. Click the Apply (**Apply**) button.
   *Note: Once an Instrument is selected, it will appear in the box directly below the **Select Instrument** dropdown menu.
   b. For information about the selected instrument, click the Info. (**Info.**) button
   c. To remove a survey from the list, select the survey and then click the **Remove** button to return it to the **Select Instruments** list.



(This is a partial screenshot of the Local Innovative Program Edit Form.)

17. Enter the Yearly Material Cost*.
*Note: If the Yearly Material Cost is unknown you can enter 0 but this must be edited or you will be asked to correct this.
18. Enter the Yearly Training Cost*.
*Note: If the Yearly Training Cost is unknown you can enter 0 but this must be edited or you will be asked to correct this.
19. Click the Save (**Save**) button from the left toolbar.
*Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.

You will now have to add your groups to the program. Click the Add, Edit or View Groups button. (For more instructions on adding a group, see Adding a Group.)

Tips

Yearly Material Costs - Items directly related/required for program implementation

- Participate/training manuals/workbooks for the program
- Incentives for participants of program/strategy (food, snacks, gift cards, t-shirts, etc.)
- Law enforcement equipment directly used with environmental strategies
- Laptops *if needed for program implementation* (PAW or PYW program that is CD-ROM based)
- Printed materials for programs/strategies (brochures, pamphlets, etc.)
- Do not include general office supplies or copying cost

Yearly Training Costs

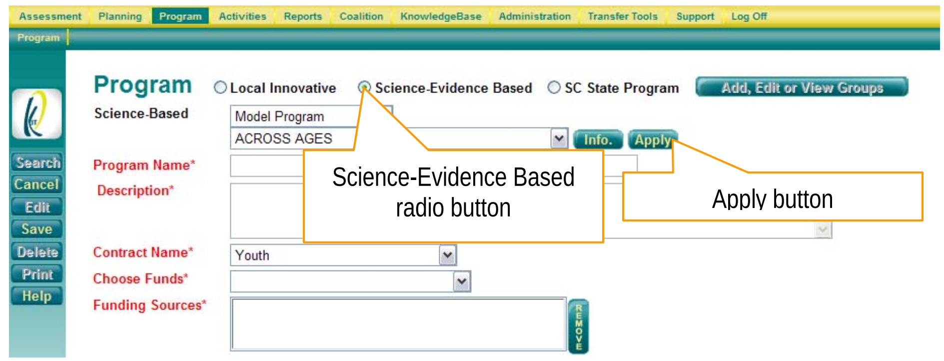
- Training costs for any person that delivers the program for the fiscal year. Actual costs such as registration fee/trainer fee, travel (actual expenditures for lodging, transportation, per diem).
- Training costs should be limited to those that are directly applicable to the program/strategy and are used in that fiscal year.

Adding a Science-Evidence Based Program

1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Click **Add** (**Add**) button from the left toolbar.

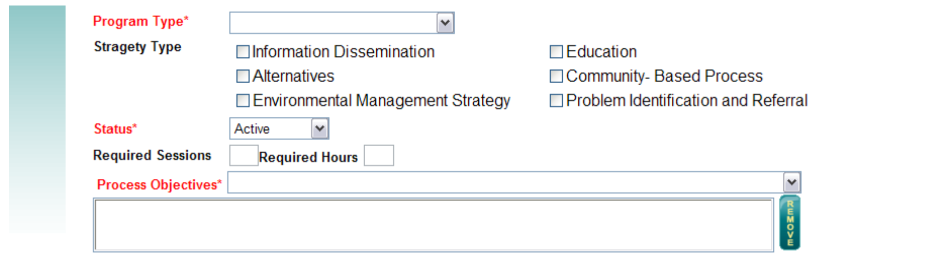
(This is a partial screenshot of the Program Edit Form.)

4. Select **Science-Evidence Based** as the program type by clicking the radio button.
5. Select which type of program you want to add (*<u>Model Program</u>*, *<u>Effective Program</u>*, or *<u>Promising Approach</u>*) from the **Science-Based** dropdown menu.
6. Select the **Program** from the next dropdown menu.
    a. If you want to obtain detailed information about the program, click on the **Info.** (**Info**) button.
    b. Click on the **Apply** (**Apply**) button. The Program Name* and Description* will be filled in for you.
7. Select the type of contract from the Contract Name* dropdown menu.
8. Select your funding source from the Choose Funds* dropdown menu. You can select multiple entries for the Funds.
Note: Once a funding source is selected, it will appear in the Funding Sources box directly below the Choose Funds* dropdown menu. *Note: Use the "Other" choice for non-DAODAS-funded efforts only.
    a. To remove a fund from the list, click on the fund and then click the **Remove** button to return it to the Choose Funds* list.



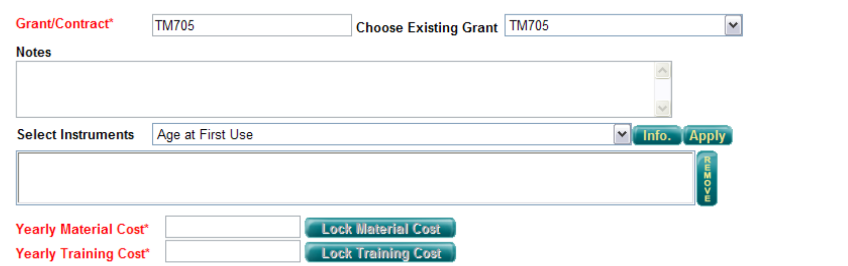
(This is a partial screenshot of the Science Based Program Edit Form.)

9. Select the Program Type* from the dropdown menu.
*Note: The only programs that may include Single Service activities are those that have a Program Type of "Universal-Indirect".
10. Select the strategy the program belongs to using the **Strategy Type** checkboxes.
11. The Status* is automatically defaulted to *Active*.
    a. *Active*: currently in use. (can be viewed in other screens)
    b. *Inactive*: no longer in use. (will not appear on other screens or reports)
12. Enter the number of **Required Sessions** and **Required Hours** in the corresponding fields.
13. Select the Process Objectives* from the dropdown menu to link to this program. Repeat this process to add more objectives to the program.
Note: Once an objective is selected, it will appear in the box directly below the Objective dropdown menu.
    a. To remove an objectives, click on the objective and then click on the **Remove** button to return it to the Process Objectives* list.



(This is a partial screenshot of the Science Based Program Edit Form.)

14. Enter the name of the grant/contract in the Grant/Contract* field or select the appropriate grant/contract from the **Choose Existing Grant** dropdown menu.
15. If desired, fill in the **Notes** box if you wish to enhance the pre-populated description of a science based program.
16. Select the survey instrument from the **Select Instruments** dropdown menu. You can select multiple entries for the **survey**.
*Note: If you will be doing Assessments for groups or clients, you must select an **Instrument**.
*Note: If the program is using the DAODAS Standard Survey that choice must be selected. There is no reason to select anything else in this box.
    a. Click the Apply (Apply) button.
    *Note: Once an Instrument is selected, it will appear in the box directly below the **Select Instrument** dropdown menu.
    b. To remove a survey from the list, click on the survey and then click the **Remove** button to return it to the **Select Instruments** list.
17. Enter the Yearly Material Cost*.
*Note: If the Yearly Material Cost is unknown you can enter 0 but this must be edited or you will be asked to correct this.
*Note: For information on Yearly Material Costs, refer to the Yearly Material Costs tip.



(This is a partial screenshot of the Science Based Program Edit Form.)

18. Enter the Yearly Training Cost*.
    *Note: If the Yearly Training Cost is unknown you can enter 0 but this must be edited or you will be asked to correct this.
    *Note: For information on Yearly Training Costs, refer to the Yearly Training Costs tip.
19. Click the Save (Save) button from the left toolbar.
    *Note: To exit this screen without saving any changes, click the Cancel (Cancel) button from the left toolbar.

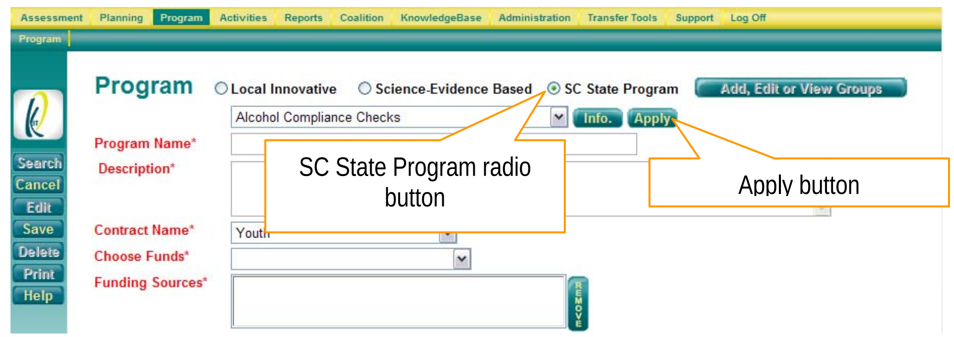
You will now have to add your groups to the program. Click the Add, Edit or View Groups button. (For more instructions on adding a group, see Adding a Group.)

Adding a SC State Program

1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Click Add (**Add**) button from the left toolbar.

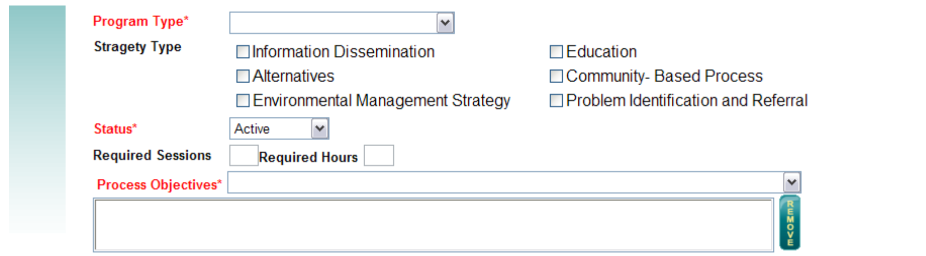
(This is a screenshot of the Program Edit Form.)

4. Select **SC State Program** as the program type by clicking the radio button.
5. Select which type of program you want to add from dropdown menu.
   a. If you want to obtain detailed information about the program, click on the Info. (**Info**) button.
   b. Click on the Apply (**Apply**) button. The Program Name* and Description* will be filled in for you.
6. Select the type of contract from the Contract Name* dropdown menu.
7. Select your funding source from the Choose Funds* dropdown menu. You can select multiple entries for the Funds.
   Note: Once a funding source is selected, it will appear in the Funding Sources box directly below the Choose Funds* dropdown menu. *Note: Use the “Other” choice for non-DAODAS-funded efforts only.
   a. To remove a fund from the list, click on the fund and then click the **Remove** button to return it to the Choose Funds* list.



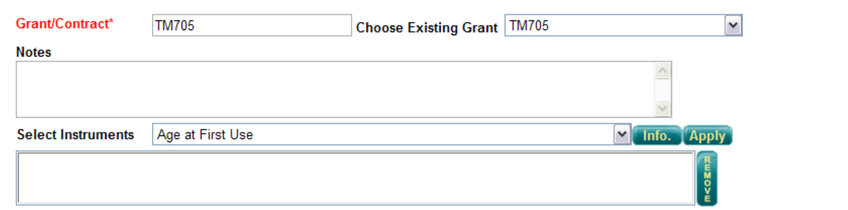
(This is a partial screenshot of the SC State Program Edit Form.)

8. Select the Program Type* from the dropdown menu.
*Note: The only programs that may include Single Service activities are those that have a Program Type of "Universal-Indirect".
9. Select the strategy the program belongs to using the **Strategy Type** checkboxes.
10. The Status* is automatically defaulted to *Active*.
    a. *Active*: currently in use. (can be viewed in other screens)
    b. *Inactive*: no longer in use. (will not appear on other screens or reports)
11. Enter the number of **Required Sessions** and **Required Hours** in the corresponding fields.
12. Select the Process Objectives* from the dropdown menu to link to this program. Repeat this process to add more objectives to the program.
Note: Once an objective is selected, it will appear in the box directly below the Objective dropdown menu.
    a. To remove an objectives, click on the objective and then click on the **Remove** button to return it to the Process Objectives* list.



(This is a partial screenshot of the SC State Program Information Edit Form.)

13. Enter the name of the grant/contract in the Grant/Contract* field or select the appropriate grant/contract from the **Choose Existing Grant** dropdown menu.
14. If desired, fill in the **Notes** box if you wish to enhance the pre-populated description of a science based program.
15. Select the survey instrument from the **Select Instruments** dropdown menu. You can select multiple entries for the **survey.**
*Note: If you will be doing Assessments for groups or clients, you must select an **Instrument.**
*Note: If the program is using the DAODAS Standard Survey that choice must be selected. There is no reason to select anything else in this box.
    a. Click the  (**Apply**) button.
    *Note: Once an Instrument is selected, it will appear in the box directly below the **Select Instrument** dropdown menu.
    b. To remove a survey from the list, click on the survey and then click the **Remove** button to return it to the **Select Instruments** list.



(This is a partial screenshot of the SC State Program Edit Form.)

16. Enter the Yearly Material Cost*.
*Note: If the Yearly Material Cost is unknown you can enter 0 but this must be edited or you will be asked to correct this.
*Note: For information on Yearly Material Costs, refer to the Yearly Material Costs tip.
    a. If desired, click the Lock Material Cost (**Lock Material Cost**) button. Once the **Yearly Material Cost** has been locked, it cannot be edited.
17. Enter the Yearly Training Cost*.
*Note: If the Yearly Training Cost is unknown you can enter 0 but this must be edited or you will be asked to correct this.
*Note: For information on Yearly Training Costs, refer to the Yearly Training Costs tip.
    a. If desired, click the Lock Training Cost (**Lock Training Cost**) button. Once the **Yearly Training Cost** has been locked, it cannot be edited.
18. Click the Save (**Save**) button from the left toolbar.
*Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.

(This is a partial screenshot of the SC State Program Edit Form.)

You will now have to add your groups to the program. Click the Add, Edit or View Groups button. (For more instructions on adding a group, see Adding a Group.)

Editing a Program

1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Locate the program you wish to edit by clicking the Search (**Search**) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the Select (**Select**) button to the right of the desired program.
5. Click the Edit (**Edit**) button from the left toolbar.
6. Make any changes needed to the details.
7. Click the Save (**Save**) button from the left toolbar.
   ***Note**: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.

(This is a partial screenshot of the Program Edit Form.)

Tips

- You will not be able to edit the Program Name and Description for Science-Evidence Based programs.
- Once the Material and Training Costs have been locked, they cannot be edited.

Deleting a Program

1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Locate the program you wish to delete by clicking the Search (**Search**) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the Select (**Select**) button to the right of the desired program.
5. Click the Delete (**Delete**) button from the left toolbar.
6. A prompt appears stating "Are you sure?". Click the OK (**OK**) button.
   ***Note**: To cancel this deletion, click Cancel (**Cancel**).

(This is a partial screenshot of the Program Edit Form.)

Tips

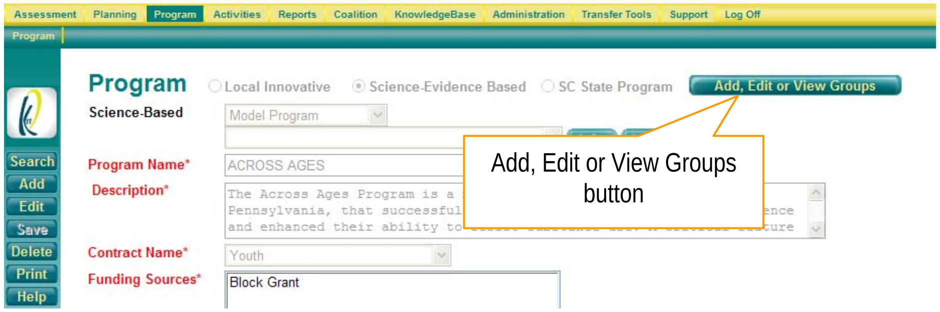
- If the program has been used in conjunction with an event or assessment, the application will not allow you to delete the program until everything associated with the program has been deleted.

Groups

The following section will show you how to enter a group from the Program area.

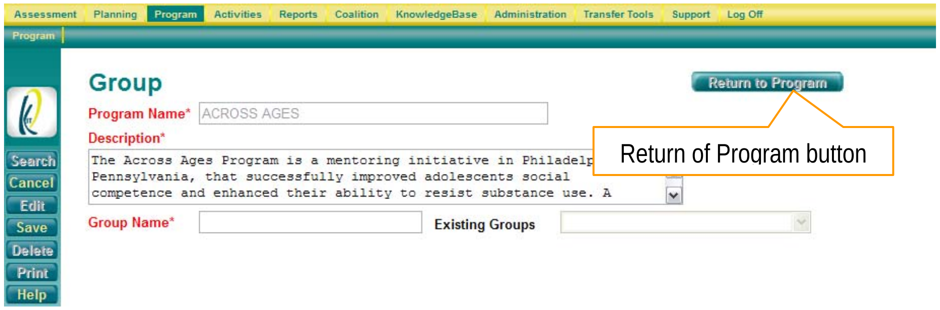
Adding a Group

1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Locate the program you wish to add a group to by clicking the (**Search**) button from the left toolbar. (See Using the Search Feature for instructions)
4. Click the (**Select**) button to the right of the desired program.
5. Click the (**Add, Edit or View Groups**) button.
6. Click the (**Add**) button from the left toolbar.



(This is a partial screenshot of Program Edit Form.)

7. The Program Name* and Description* are already filled in for you. Ensure that this is the correct program you would like to add a group to.
8. Enter a name for the group in the Group Name* field.
9. Click the (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the (**Cancel**) button from the left toolbar.
   a. To return to the Programs screen, click the (**Return to Program**) button.



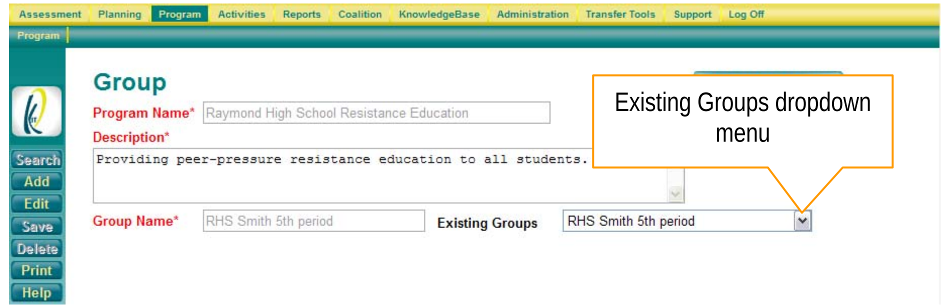
(This is a sample screenshot of the Group Edit Form.)

Tips

- To ensure consistency, determine a unique naming structure for the Group Name* prior to adding groups.

Editing a Group

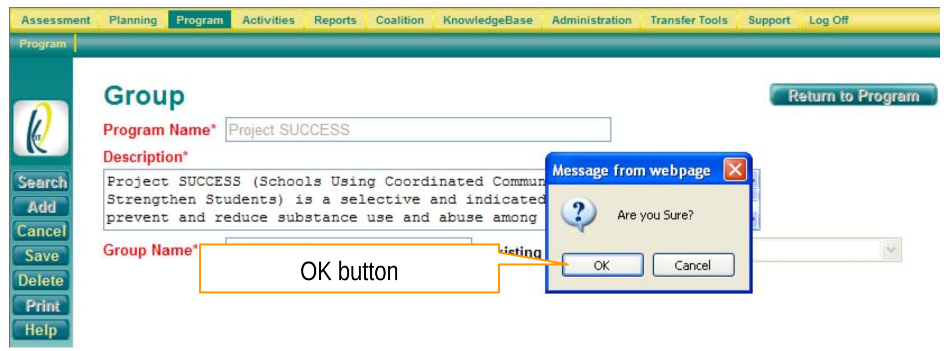
1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Locate the program of the group you wish to edit by clicking the (**Search**) button from the left toolbar. (See Using the Search Feature for instructions)
4. Click the (**Select**) button to the right of the desired program.
5. Click the (**Add, Edit or View Groups**) button.
6. Use the **Existing Groups** dropdown menu to locate the group you wish to edit.
7. Click the (**Edit**) button from the left toolbar.
8. Make any changes needed to the details.
9. Click the (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the (**Cancel**) button from the left toolbar.



(This is a sample screenshot of the Group Page.)

Deleting a Group

1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Locate the program of the group you wish to delete by clicking the (**Search**) button from the left toolbar. (See Using the Search Feature for instructions)
4. Click the (**Select**) button to the right of the desired program.
5. Click the (**Add, Edit or View Groups**) button.
6. Use the **Existing Groups** dropdown menu to locate the group you wish to delete.
7. Click the (**Delete**) button from the left toolbar.
8. A prompt appears stating "Are you sure?". Click the (**OK**) button.
   *Note: To cancel this deletion, click (**Cancel**).



(This is a sample screenshot of the Group Page.)

Tips

- You will NOT be able to edit or delete a Group if it is used in conjunction with an event.

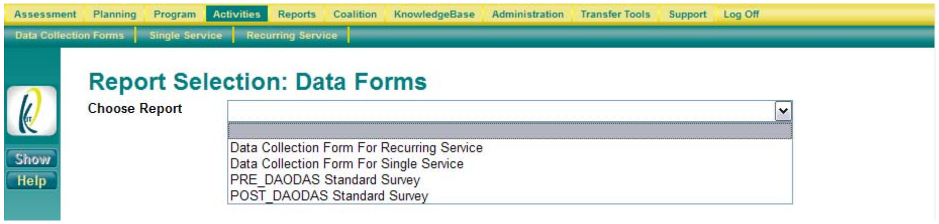
ACTIVITIES

This section of the South Carolina DAODAS Service allows you to manage the Single and Recurring Services.

Data Collection Forms

The Data Collection Forms is an archive of forms that are used to collect data for input into the application.

Viewing a Data Collection Form



(This is a sample screenshot of the Data Collection Forms Listing Page.)

1. Click **Activities** from the Menu.
2. Click **Data Collection Forms** from the submenu.
   *Note: You can also access these forms from the Print Data Collection Form (**Print Data Collection Forms**) button located on each of the **Activity** screens.
3. Select the appropriate form from the **Choose Report** dropdown menu.
4. Click the Show (**Show**) button from the left toolbar.
5. The form will open in a new window.
6. To close the open window, click on the in the upper right-hand corner.

Tips

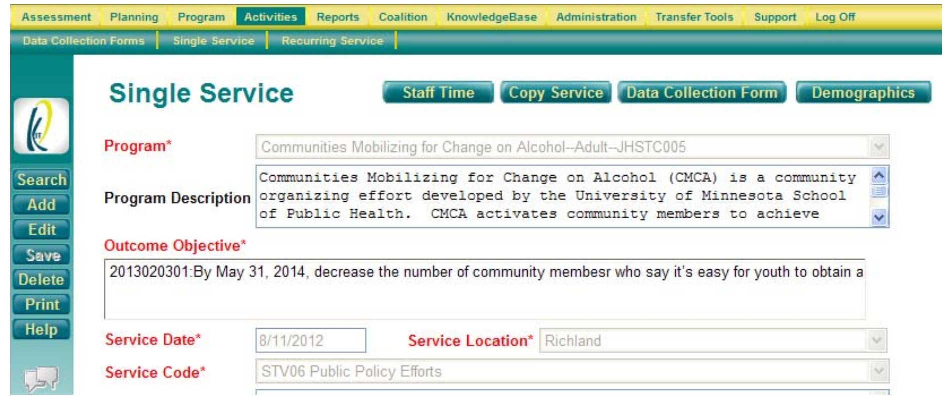
- If you have a pop-up blocker on your computer, hold the Ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).
- The Data Collection forms are also available on the Service pages (Single Service, Recurring Service) by clicking the Print Data Collection Form (**Print Data Collection Form**) button.

Single Service

Single Services are one-time prevention activities that may or may not be based upon theory and/or empirical evidence of a prevention effect. One-time prevention events include annual events like Red Ribbon Day, school assemblies, health fairs, etc. and may or may not be replicable across settings.

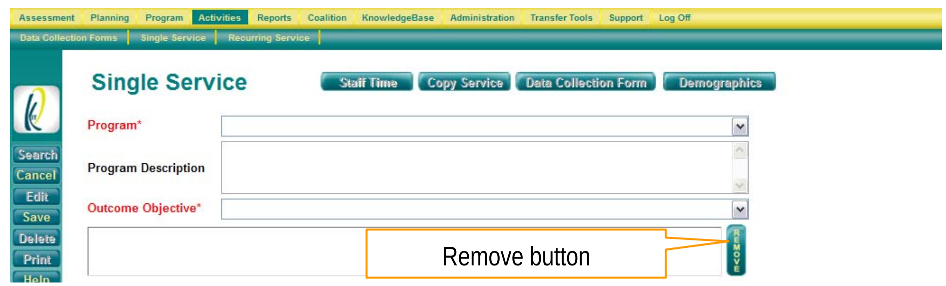
Adding a Single Service

1. Click **Activities** from the Menu.
2. Click **Single Service** from the submenu.
3. Click Add (**Add**) button from the left toolbar.



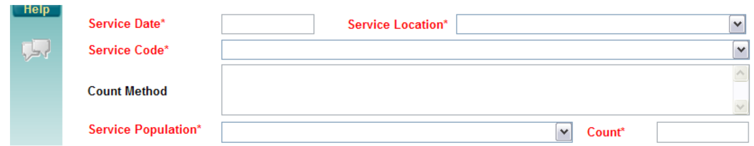
(This is a partial screenshot of the Single Service Edit Form.)

4. Select the appropriate Program* from the dropdown menu.
   a. The **Program Description** will fill in automatically for you.
5. Select the appropriate Outcome Objective* from the dropdown menu. You can select multiple entries for the **Objective**.
   a. To remove one of the Outcome Objectives from the list, click on the objective and then click the **Remove** button to return it to the Outcome Objective* list.



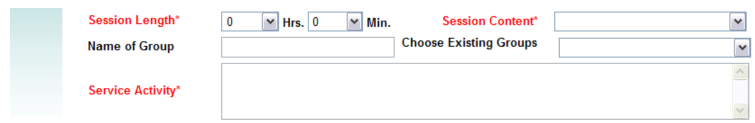
(This is a partial screenshot of the Single Service Edit Form.)

6. Enter the date of the event in the Service Date* field as mm/dd/yyyy.
7. Select a Service Location* from the dropdown menu to indicate what county the event took place.
8. Select a Service Code* from the dropdown menu.
   *Note: If you are unsure of which Service Code to select, select the one that best represents the activity.
   a. The **Count Method** will be filled in automatically for you based off of the Service Code* selected.
      Note: The Service Code dictates the method of counting required; this will be specified in the **Count Method** field. Depending on the service code, different counts will be required. For example: A Health Fair counts the number of attendees not the actual count of people that visited your booth.
9. Select the appropriate Service Population* from the dropdown menu.
10. Fill in the Count* field with the appropriate number of attendees or other measure specified by the **Service Code/Count Method**.



(This is a partial screenshot of the Single Service Edit Form.)

11. Select the Session Length* for the number of hours (Hrs.) and minutes (Min.) the event lasted from the **Hrs.** and **Min.** dropdown menus.
12. Select the appropriate Session Content* from the dropdown menu.
13. If desired, enter the **Name of Group** (if new), or select the **Name of Group** from the **Choose Existing Groups** dropdown menu (if the group was already created).
    *Note: The **Name of Group** is a short phrase which can be used to identify the individuals that attended the event. If the **Name of Group** is not filled in then it will default to 'No Group'.
14. Enter a brief description of the event in the Service Activity* field.
15. Click the Save (**Save**) button from the left toolbar.
    *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.



(This is a partial screenshot of the Single Service Edit Form.)

Tips

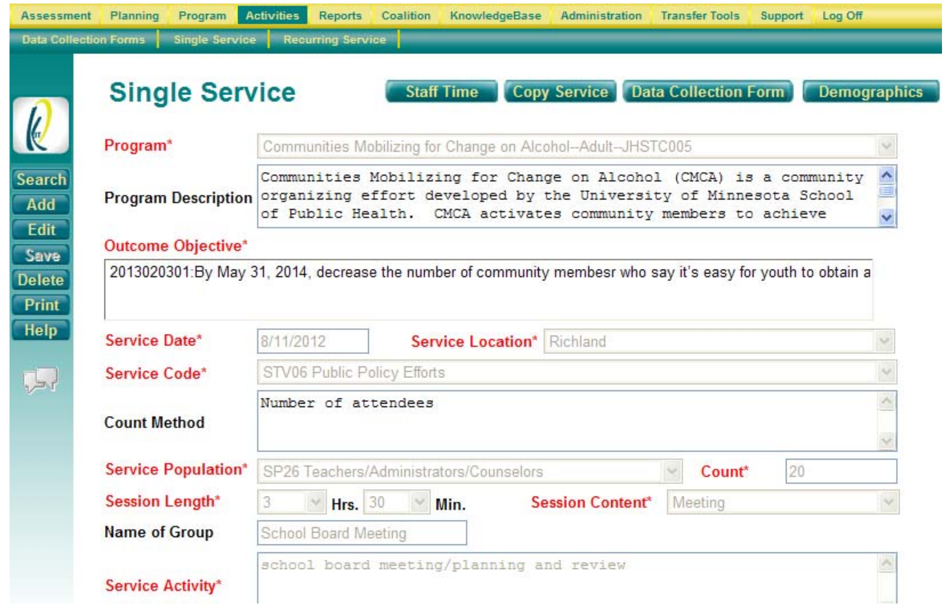
- Remember that curriculum programs and other programming where you take attendance are Recurring Services. All others are generally Single Services
- If you select the group named 'Planning Group' then select the following:

  Service Code – 'STC 10 Systematic Planning'

  Service Population – select population working with to plan program
- If you select the group named 'Planning Group' then you will not be able to add 'Direct' staff time, only 'Indirect' time.
- If you enter 0 in the Count field, you will not be able to enter 'Direct' staff time, only 'Indirect' time.
- You must update the Demographics after saving services. (For more information on updating demographics, see Updating Service Demographics)

Editing a Single Service

1. Click **Activities** from the Menu.
2. Click **Single Services** from the submenu.
3. Locate the service you wish to edit by clicking the Search (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the desired service.
5. Click the Edit (**Edit**) button from the left toolbar.
6. Make any changes needed to the details.
7. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.



(This is a sample screenshot of the Single Service Edit Form.)

Deleting a Single Service

1. Click **Activities** from the Menu.
2. Click **Single Services** from the submenu.
3. Locate the service you wish to delete by clicking the Search (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the desired service.
5. Click the Delete (**Delete**) button from the left toolbar.
6. A prompt appears stating "Are you sure?". Click the OK (**OK**) button.
   *Note: To cancel this deletion, click Cancel (**Cancel**).

(This is a sample screenshot of the Single Service Edit Form.)

Using the Copy Service Button

The **Copy Service** button is used to shorten data entry for events with similar details. Once the **Copy Service** button is selected, most of the information is automatically filled in for you but you may need to change data for some of the fields that may be different. Use the steps below to utilize the **Copy Service** feature.

1. Click **Activities** from the Menu.
2. Click **Single Services** from the submenu.
3. Locate an event that has already been entered into the application that is similar to the service that needs to be entered by clicking the **Search** (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the desired service.
5. Select the **Copy Service** (**Copy Service**) button. This will begin a new record. The only field that must be filled in is the Service Date*. Any other information may be edited to suit this new event.
6. Make any changes needed to the details.
7. Click the **Save** (**Save**) button from the left toolbar.

   ***Note**: To exit this screen without saving any changes, click the **Cancel** (**Cancel**) button from the left toolbar.

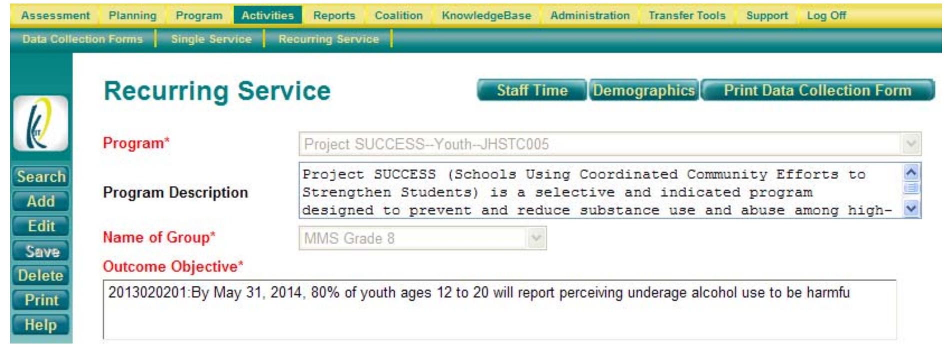
(This is a sample screenshot of Single Service Edit Form.)

Recurring Service

The Recurring Service allows you to enter a service that is delivered more than one time to the same group.

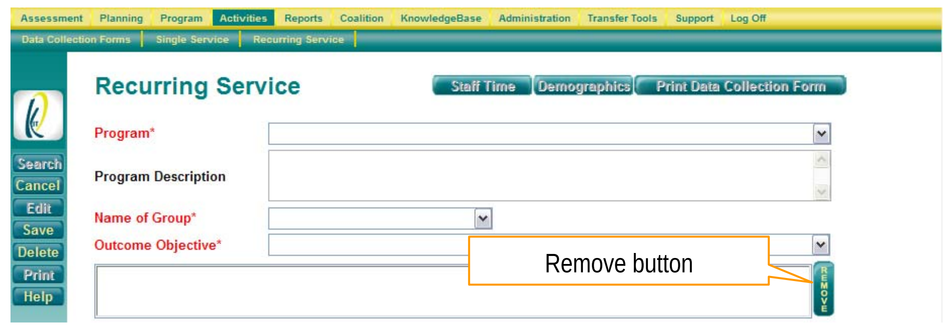
Adding a Recurring Service

1. Click **Activities** from the Menu.
2. Click **Recurring Service** from the submenu.
3. Click Add (**Add**) button from the left toolbar.



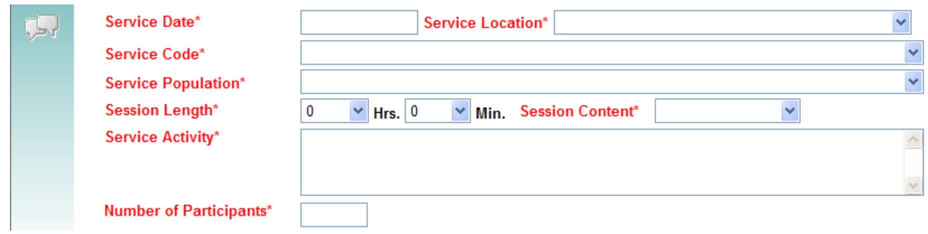
(This is a partial screenshot of the Recurring services Edit Form.)

4. Select the appropriate Program* from the dropdown menu.
    a. The **Program Description** will automatically be filled in for you.
5. Select the Name of Group* from the dropdown menu.
   *Note: If the desired Group is not listed in the dropdown menu, refer to Adding a Group.
6. Select the appropriate Outcome Objective* from the dropdown menu. You can select multiple entries for the **Objective**.
    a. To remove an Outcome Objective from the list, click on the objective and then click the **Remove** button.



(This is a partial screenshot of Recurring Service Edit Form.)

7. Enter the date of the event in the Service Date* field as mm/dd/yyyy.
8. Select a Service Location* from the dropdown menu to indicate what county the event took place.
9. Select a Service Code* from the dropdown menu.
   *Note: If you are unsure of which Service Code to select, select the one that best represents the activity.
10. Select the appropriate Service Population* from the dropdown menu.
11. Select the Session Length* for the number of hours (Hrs.) and minutes (Min.) the event lasted from the **Hrs.** and **Min.** dropdown menus.
12. Select the Session Content* from the dropdown menu.
13. Enter a brief description of the event in the Service Activity* field.
14. Fill in the Number of Participants* field with the appropriate number of attendees.
15. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.



(This is a sample screenshot of the Recurring Service Edit Form.)

Tips

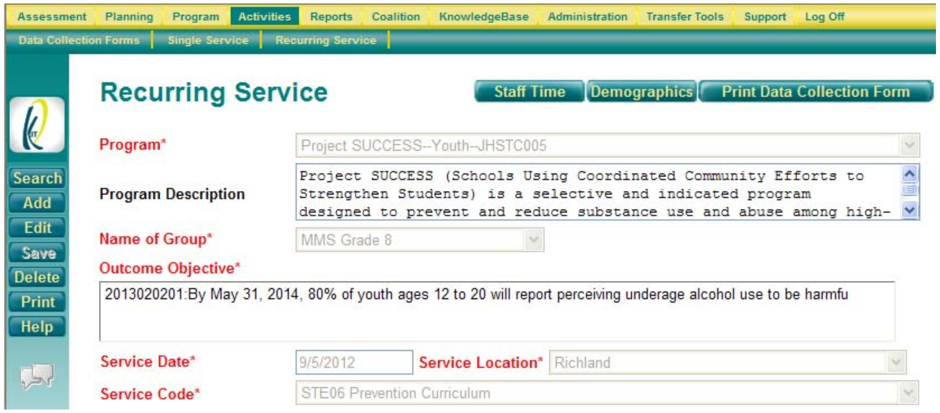
- Remember that curriculum programs and other programming where you take attendance are Recurring Services. All others are generally Single Services.
- If you select the group named 'Planning Group' then select the following:

  Service Code - 'STC 10 Systematic Planning'

  Service Population – Select population working with to plan program
- If you select the group named 'Planning Group' then you will not be able to add 'Direct' staff time, only Indirect Time.
- If you enter 0 in the Count field, you will not be able to enter 'Direct' staff time, only 'Indirect staff time'.
- You must enter Staff Time after saving a Single Service. Once you save a Recurring Service, you will be taken directly to the Staff Time screen. The screen will open in edit mode. (For more information on entering staff time, see Updating Staff Service Time)

Editing a Recurring Service

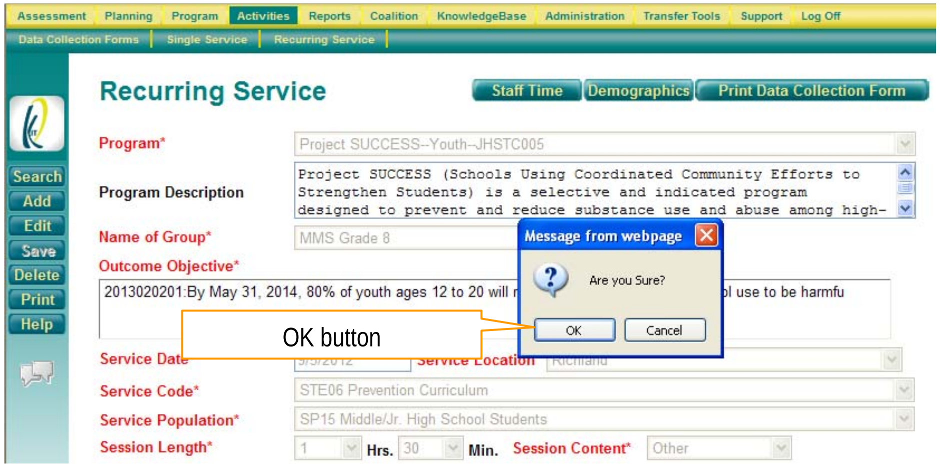
1. Click **Activities** from the Menu.
2. Click **Recurring Services** from the submenu.
3. Locate the service you wish to edit by clicking the Search (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the desired service.
5. Click the Edit (**Edit**) button from the left toolbar.
6. Make any changes needed to the details.
7. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.



(This is a partial screenshot of the Recurring Service Edit Form.)

Deleting a Recurring Service

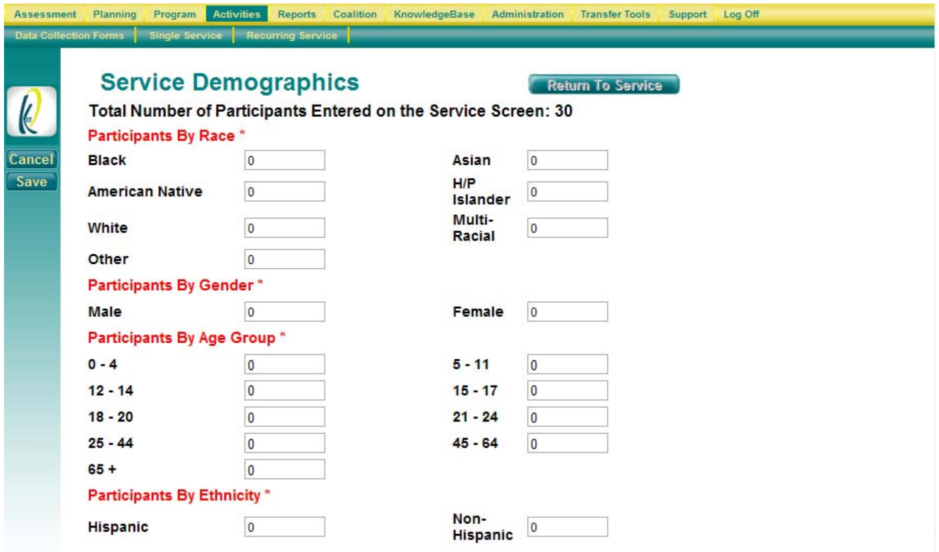
1. Click **Activities** from the Menu.
2. Click **Single Services** from the submenu.
3. Locate the service you wish to delete by clicking the Search (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the desired service.
5. Click the Delete (**Delete**) button from the left toolbar.
6. A prompt appears stating "Are you sure?". Click the OK (**OK**) button.
   *Note: To cancel this deletion, click Cancel (**Cancel**).



(This is a partial screenshot of the Recurring Service Edit Form.)

Service Demographics

After saving a Single or Recurring Service, the Demographics button becomes active allowing you to enter in the demographics of your service participants.



(This is a sample screenshot of the Service Demographics Edit Form.)

Updating Service Demographics

1. After clicking the Save (**Save**) button for a service, click the Demographics (**Demographics**) button.
2. Enter the number of participants by race, gender, age group and ethnicity.
   ***Note**: All subcategories must equal the total number of participants entered for the service.
3. Click the Save (**Save**) button to save your information.
   ***Note**: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.
   a. To return to the Service screen, click the Return To Service (**Return to Service**) button.

Tips

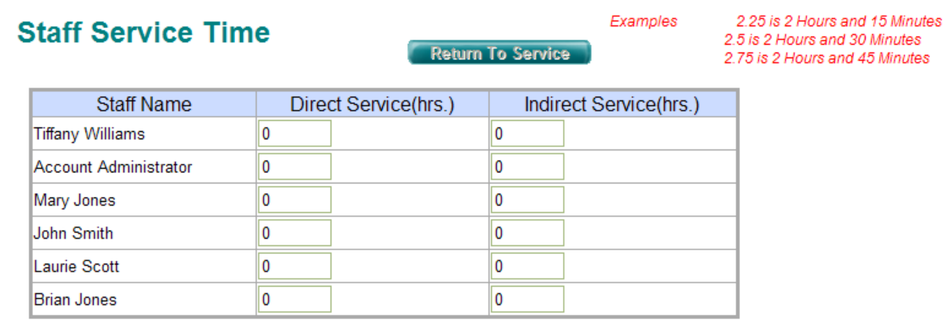
- Each section (Race, Gender, Age, and Ethnicity) must equal the Total Number of Participants entered in the **Count** or **Number of Participants** field.

Staff Service Time

Staff service time tied to a particular service is entered from the Staff Service Time page. This time is in the form of direct service hours (time actually performing the service) as well as indirect service hours (time spent planning, traveling, and evaluating this service).

Updating Staff Service Time

1. After saving an Activity record, click the Staff Time (**Staff Time**) button to enter your staff's direct or indirect service time.
2. Click the Edit (**Edit**) button from the left toolbar.
3. Enter the staff member's *Direct Service (hrs.)* and *Indirect Service (hrs.)* by entering the number of hours in the appropriate fields. The minutes are entered as decimals (e.g. 15 minutes is .25 hrs, 30 minutes is .5 hrs).
4. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.
5. Click the Return To Service (**Return To Service**) button to return to the event.



Staff Name	Direct Service(hrs.)	Indirect Service(hrs.)
Tiffany Williams	0	0
Account Administrator	0	0
Mary Jones	0	0
John Smith	0	0
Laurie Scott	0	0
Brian Jones	0	0

(This is a sample screenshot of the Staff Service Time Listing Page.)

Tips

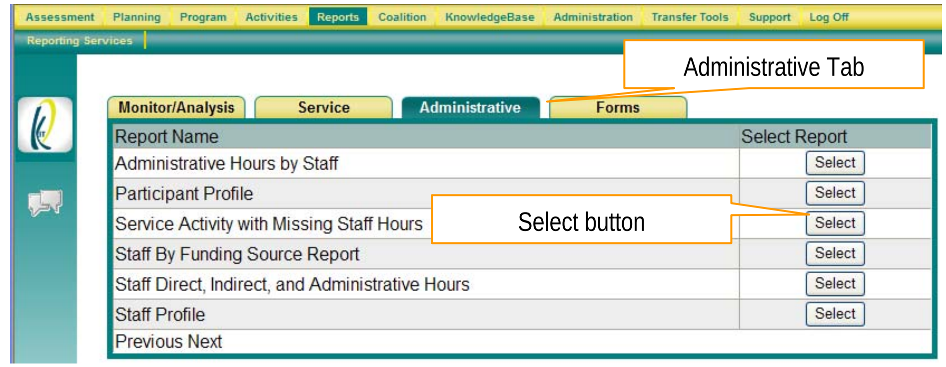
- All staff member's associated with an event should be given staff service time.
- If you have a Service Count of 1 or more, then you must enter 'Direct' staff time. You will not be able to save just 'Indirect' staff time.
- Remember to attach all time that can be justifiably linked to a program as Direct or Indirect Time, rather than Administrative Time. Direct Time is actual program delivery; Indirect Time is all the time spent preparing for a program delivery.

Service Activity With No Staff Time

If you do not enter staff time with each activity, when you try to enter a new activity, you will get an error message informing you that you have activities with no staff time.

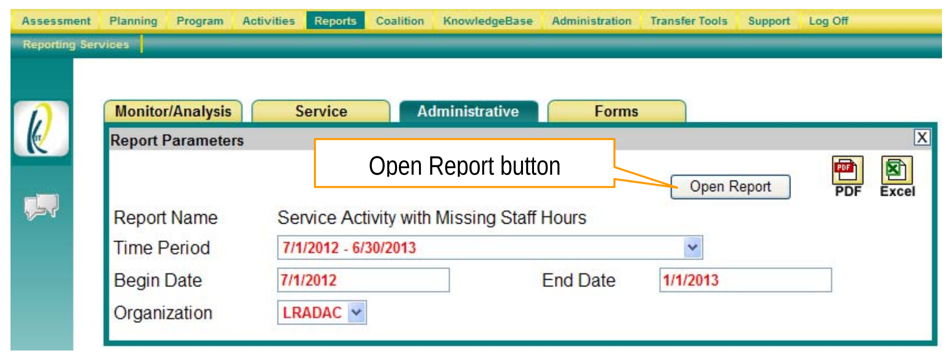
Finding/Fixing an Activity with Missing Staff Time

1. Click **Reports** from the Menu.
2. Click **Reporting Services** from the submenu.
3. Click the **Administrative** tab.
4. Select the Select (**Select**) button from the *Service Activity with Missing Staff Hours*



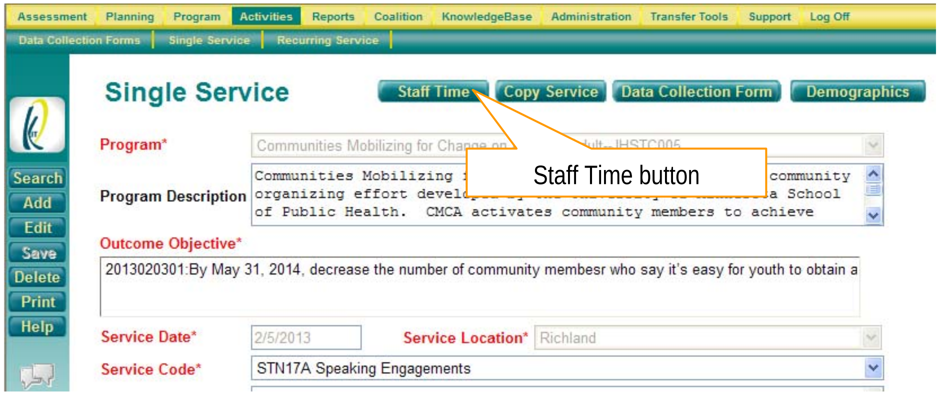
(This is a screenshot of the Reporting Services Administrative Reports.)

5. Select the **Fiscal Year** or enter in the **Beginning Date** and **Ending Date.**
6. Click the Open Report (**Open Report**) button.
7. Note the service activities missing staff service time or print the report. (Refer to the [Printing and Saving the Report]() section.)



(This is a screenshot of the Report Parameters Page.)

8. Click **Activities** from the Menu.
9. Select the type of service that is missing staff time (Single Service, Recurring Service).
10. Click the Search (**Search**) button from the left toolbar to find the activity that is missing staff time.
    *Note: For detailed instructions on using the Search feature, see Using the Search Feature.
11. Click the Select (**Select**) button to the right of the desired entry
12. Click the Staff Time (**Staff Time**) button to enter staff time for that service. (Refer to Updating Staff Service Time)



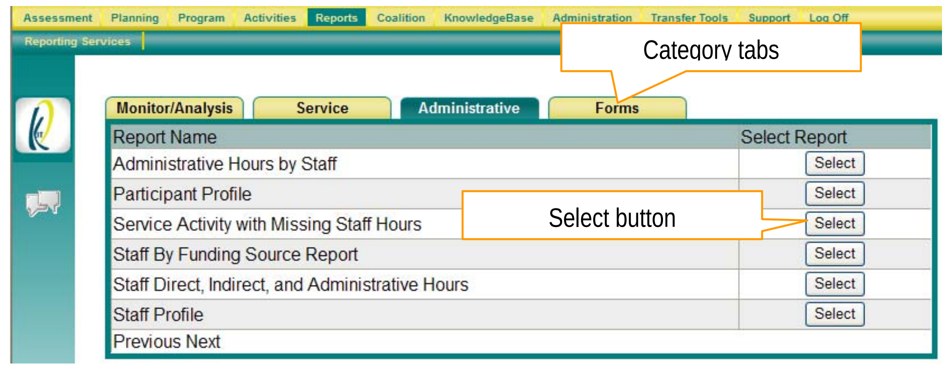
(This is a partial screenshot of the Single Service Edit Form.)

Reporting Services

Many useful reports are available within the application. The Report area is broken down into Monitor/Analysis, Service, Administrative, and Forms.

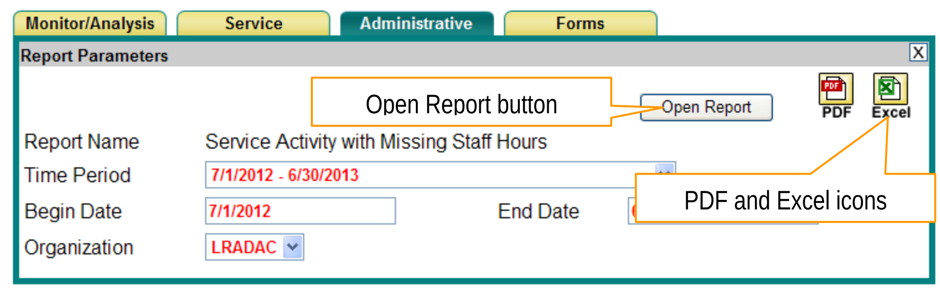
Opening a Report

1. Click **Reports** from the main menu.
2. Click **Reporting Services** from the submenu.
3. Select the category for the report you would like to open from the available tabs.
4. Click the Select (**Select**) button to the right of the report you wish to open.



(This is a screenshot of the Reports Listing Page.)

5. You may have to select specific criteria before viewing some reports. Select the appropriate items from the available dropdown menus, if available.
   a. Click the Open Report (**Open Report**) button.
      Or
   b. If you want to go directly to a PDF or Excel report, click on one of these icons to download the report immediately into this format.
6. A new window will open displaying the selected report in a view only mode. To close the report, click the X (X) in the upper right hand corner.



(This is a sample screenshot displaying the Reports Parameters Page.)

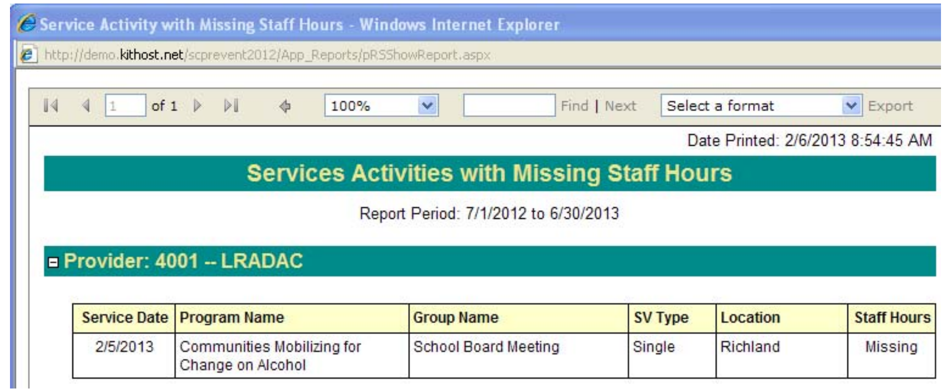
Tips

- Each listing page displays up to ten (10) reports. To move between the various pages, use the Previous Next (**Previous** and **Next**) links located at the bottom of the reports list. If there are less than ten (10) reports on the page, the links will not be active.
- If you are having difficulty opening the report it may be due to a pop-up blocker. Try holding down the Control (Ctrl) key on your keyboard while clicking the Open Report (**Open Report**) button, or disable the pop-up blocker for South Carolina DAODAS.

Viewing a Report

Once the Open Report (**Open Report**) button is selected, the report is opened in a view only window. The following details will help you view the report.

1. Use the 1 of 3 arrows to go to different pages of the report
2. Use the 100% dropdown menu to enlarge or decrease the text size of the report
3. Use the Find | Next text box to locate a specific word within the report

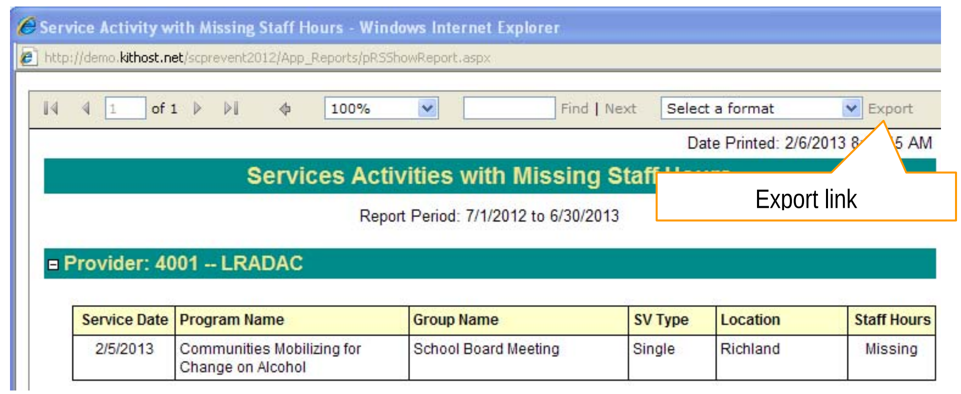


(This is a sample screenshot displaying the Report.)

Printing and Saving a Report

To print or save a report, you will need to export the report into another format.

1. From the view only mode of the report, select the format you would like to export the report to from the **Select a Format** dropdown menu.
2. Click the Export (**Export**) link.
3. A new window appears asking if you wish to open or save the file. To view the file immediately, click the Open (**Open**) button. Click the Save (**Save**) button if you want to save the report directly to your computer and open it later.
   *Note: If you wish to cancel the export, click the Cancel (**Cancel**) button.
4. A new window will open displaying the report in the format selected.
5. You will be able to print or save the report from the new window.
   a. To close the report, click the X (X) in the upper right hand corner.



(This is a sample screenshot displaying the Report.)

Tips

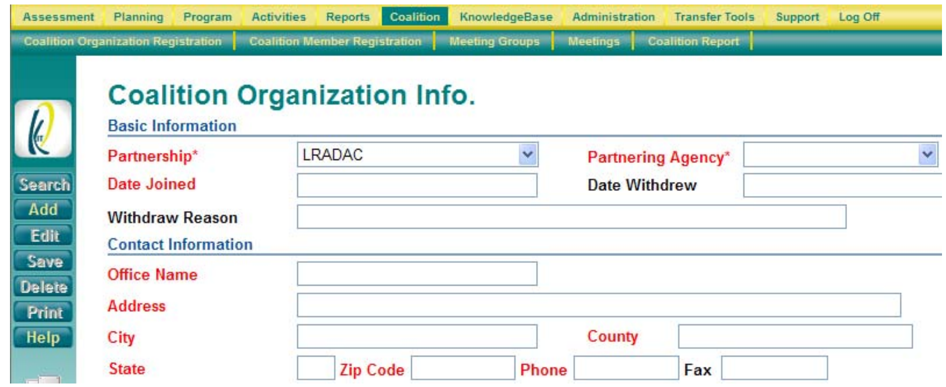
- The recommended format for printing is *Acrobat (PDF) file*.
- If you have a pop-up blocker on your computer, hold the Ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).
- Reports require Active X controls to be installed on your computer. If you do not have permissions to download, please contact your system administrator.
- Excel/PDF buttons were added to the Reports module to allow MAC users to view reports and for quick export of the reports.

COALITION

Many prevention agencies create coalitions of prevention providers to better serve their communities. The Coalition module assists the coalitions by tracking and reporting on meeting agenda items and task progress.

Coalition Organization Registration

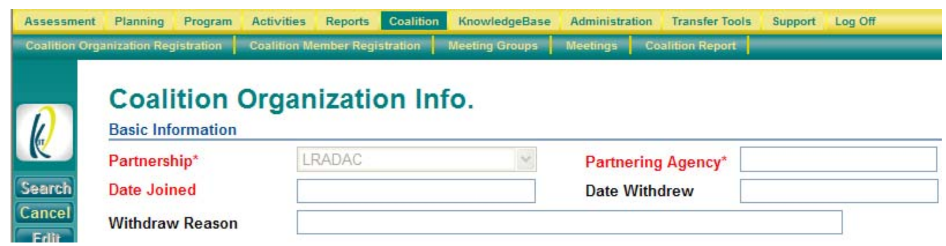
This feature is where an Organization can register its coalition. Before any members can be added to the Coalition, the Organization must first register its Coalition.



(This is a screenshot of the Coalition Organization Info. Edit form.)

Adding a Coalition Organization

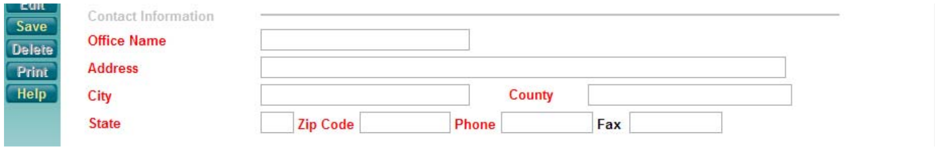
1. Click **Coalition** from the Menu.
2. Click **Coalition Organization Registration** from the submenu.
3. Click **Add** (**Add**) button from the left toolbar.



(This is a partial screenshot of the Coalition Organization Info. Edit Form.)

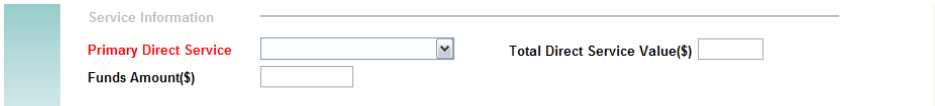
4. Enter the name of the coalition in the Partnership Agency* field.
5. Enter the date the coalition joined your organization in the Date Joined* field as mm/dd/yyyy.
6. If the coalition withdraws from your organization, you may enter the **Date Withdrew** and a **Withdraw Reason**.

7. Enter the Coalition Organization's **Contact Information** in the appropriate fields. If known, enter the **Fax** number.



(This is a partial screenshot of the Coalition Organization Info. Edit Form.)

8. Select what type of service this coalition is from the Primary Direct Service* dropdown menu.
9. If known, enter the **Total Direct Service Value ($)** and/or **Funds Amount ($)**.
10. Click the Save (**Save**) button from the left toolbar.
    *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.



(This is a partial screenshot of the Coalition Organization Info. Edit Form.)

Tips

- The Partnership* textbox is pre-populated from the state. If the Partnership is incorrect for your organization, contact KIT Support. (Refer to the KIT Support section.)

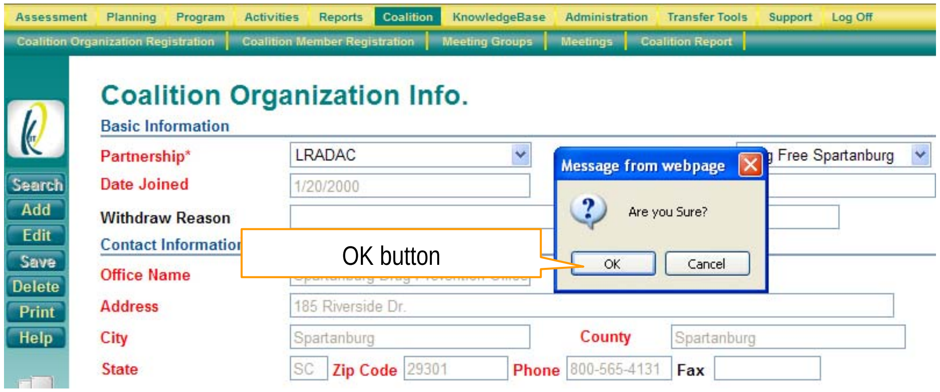
Editing a Coalition Organization

1. Click **Coalition** from the Menu.
2. Click **Coalition Organization Registration** from the submenu.
3. Use the **Partnering Agency** dropdown menu to find the coalition organization you wish to edit.
4. Click the Edit (**Edit**) button from the left toolbar.
5. Make any changes needed to the details.
6. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.

(This is a sample screenshot of the Coalition Organization Info. Edit form.)

Deleting a Coalition Organization

1. Click **Coalition** from the Menu.
2. Click **Coalition Organization Registration** from the submenu.
3. Use the **Partnering Agency** dropdown menu to find the coalition organization you wish to delete.
4. Once the desired coalition organization is displayed, click the Delete (**Delete**) button from the left toolbar.
5. A prompt appears stating "Are you sure?". Click the OK (**OK**) button.
   *Note: To cancel this deletion, click Cancel (**Cancel**).



(This is a sample screenshot of the Coalition Organization Info. Edit Form.)

Tips

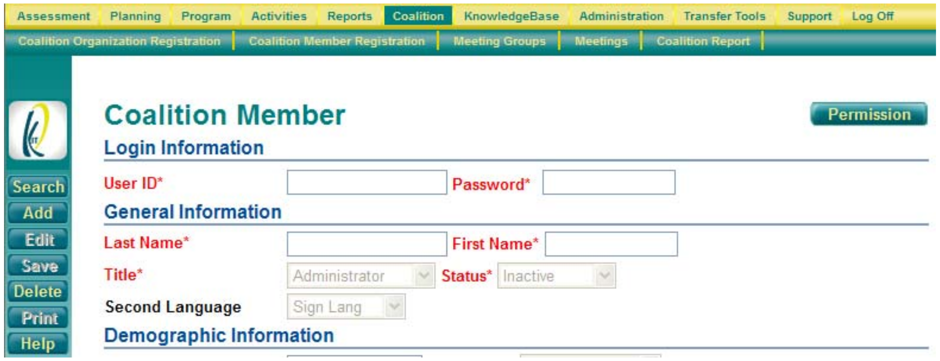
- You will not be able to delete a Coalition Organization if it is in conjunction with a member or group. In these instances, fill in the withdrawn fields.

Coalition Member Registration

Registering a coalition partner staff member is similar to registering one of the lead agency's staff members. Once the coalition staff members are entered you can track services performed just as if they were members of the lead agency staff. You can only bring up coalition members into the form and the lead agency staff will not be shown.

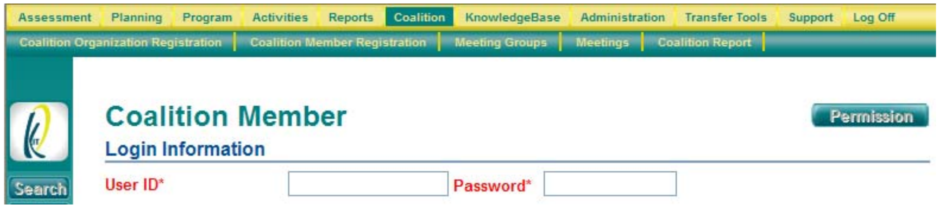
Adding a Coalition Member

1. Click **Coalition** from the Menu.
2. Click **Coalition Member Registration** from the submenu.
3. Click Add (**Add**) button from the left toolbar.



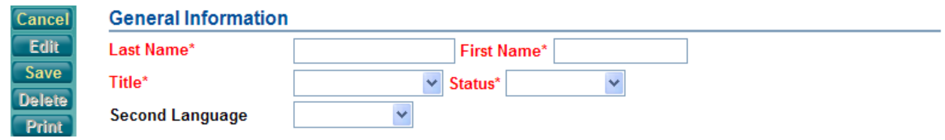
(This is a partial screenshot of the Coalition Member Edit Form.)

4. Enter in the member's **Login Information.**
   a. The User ID* will be the login name used by the staff member. This may be anything that you choose. Choosing a User ID and Password scheme will simplify administration (For Example: Using first initial and last name for the User ID.)
   b. The Password* field is where the temporary password is created for the staff member. This password will be used along with the User ID and Organization ID number to log in. Once logged in, they can use Change Password module to change the password to one of the liking.



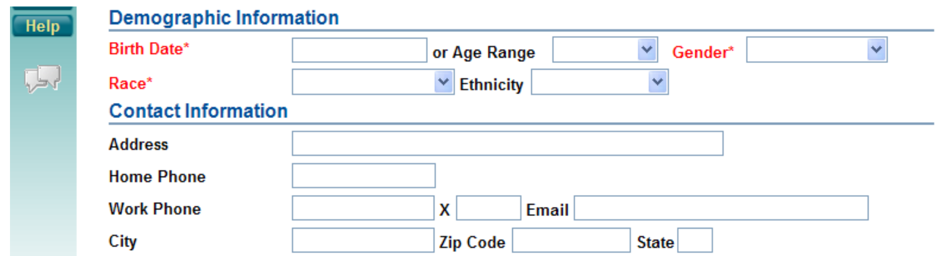
(This is a partial screenshot of the Coalition Member Edit Form.)

5. Enter in the member's General Information.
   a. Enter the member's First Name* and Last Name* in the appropriate fields.
   b. Select the member's Title* from the dropdown menu.
   c. Select the Status* of the member from the dropdown menu.
      i. *Active*: involved with the coalition.
      ii. *Inactive*: has resigned from the coalition.
6. If applicable, use the Second Language drop-down menu to select the second language of the member.



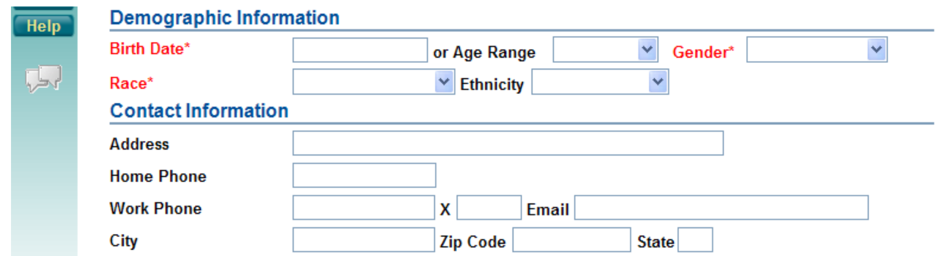
(This is a partial screenshot of the Coalition Member Edit Form.)

7. Enter in the coalition member's Demographic Information.
   a. Enter in the member's Birth Date* as mm/dd/yyyy.
      i. If the Birth Date is unknown, use the or Age Range dropdown menu. The application will automatically fill in a birth date within the age range selected.
      *Note: Do not enter a Birth Date and then select an Age Range; you will lose the original birth date that you entered.
   b. Select the member's Gender*, Race* and Ethnicity from the appropriate dropdown menus.



(This is a partial screenshot of the Coalition Member Edit Form.)

8. If known, enter the member's **Contact Information**.
9. If known, enter the member's **Partner Information**.
    a. Use the dropdown menu to select the **Partner Agency**.
    b. Enter the date appointed in the **Appointment Date** textbox.
    c. If the member is a designee representative of an organization, enter the name of the organization in the **If designee, represents** textbox.
    d. If the member has resigned:
        i. Enter the date in the **Resignation Date** textbox.
        ii. Use the **Reason for Member Resignation** checkboxes to select the reason(s) the member resigned.
        iii. If *Other (Specify)* is selected, enter the specific reason in the textbox.
10. Click the Save (**Save**) button from the left toolbar.
    ***Note**: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.



(This is a partial screenshot of the Coalition Member Edit Form.)

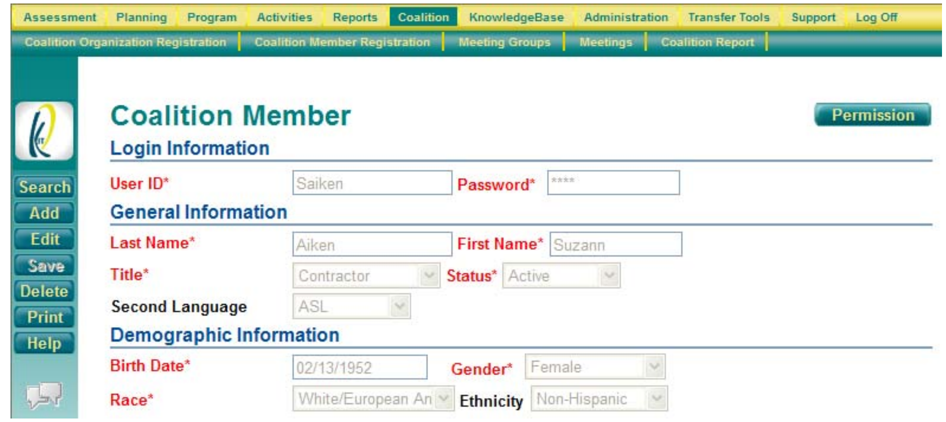
The permission levels for the staff member must now be set. For detailed instructions on setting staff permissions, see Updating Coalition Member Permissions.

Tips

- If a staff member is part of two or more different coalitions, you must enter the member separately for each coalition.
- When a member leaves your coalition you will not be able to delete the member, but you can make the member *Inactive*. Setting the **Status*** to *Inactive* keeps the member in the database for history purposes but removed from all of the lists on form
- Passwords can be any combination of letters, numbers, and/or characters.
- Passwords are case sensitive.

Editing a Coalition Member

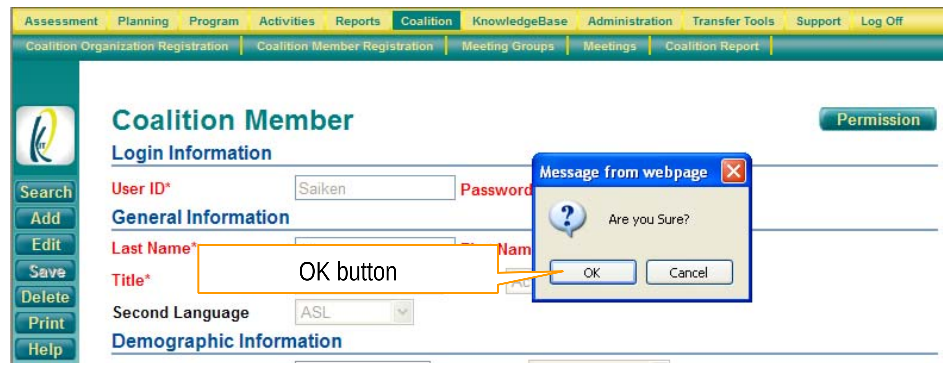
1. Click **Coalition** from the Menu.
2. Click **Coalition Member Registration** from the submenu.
3. Locate the member you wish to edit by clicking Search (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the appropriate coalition member.
5. Once the desired member is displayed, click the Edit (**Edit**) button from the left toolbar.
6. Make any changes needed to the details.
7. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.



(This is a sample screenshot of the Coalition Member Edit Form.)

Deleting a Coalition Member

1. Click **Coalition** from the Menu.
2. Click **Coalition Member Registration** from the submenu.
3. Locate the member you wish to delete by clicking Search (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the Select (**Select**) button to the right of the appropriate coalition member.
5. Click the Delete (**Delete**) button from the left toolbar.
6. A prompt appears stating "Are you sure?". Click the OK (**OK**) button.
   *Note: To cancel this deletion, click Cancel (**Cancel**).



(This is a partial screenshot of the Coalition Member Edit Form.)

Tips

- You will not be able to delete a coalition member if the member is linked with a coalition group or meeting. In these instances, mark the member as ***Inactive***.

Coalition Member Permissions

You can tailor a specific user's access level to areas of the South Carolina DAODAS Service. The permissions are defaulted to a normal access level for a particular user, but anyone that has access to the Coalition area can modify access levels for any user on the application.

Updating a Coalition Member Permission

1. Click **Coalition** from the Menu.
2. Click **Coalition Member Registration** from the submenu.
3. Locate the member you wish to edit by clicking the (**Search**) button from the left toolbar. (See Using the Search Feature for instructions.)
4. Click the (**Select**) button to the right of the appropriate member.
5. Once the desired member is displayed, click the (**Permission**) button.
6. Click the (**Edit**) button from the left toolbar.
7. For each module, set the coalition member's permissions as follows
   a. *No Permission:* No access to a particular module.
   b. *Read Only:* Coalition member can only view information.
   c. *Read and Write:* Coalition member can add new information, view and edit existing information.
   d. *Full Control:* Coalition member can add new information, view, edit and delete existing information.
8. Once you have set the permissions for this coalition member, click the (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the (**Cancel**) button from the left toolbar.
   a. Click the (**Return to Coalition Member**) button to return to the Coalition Member Information page.

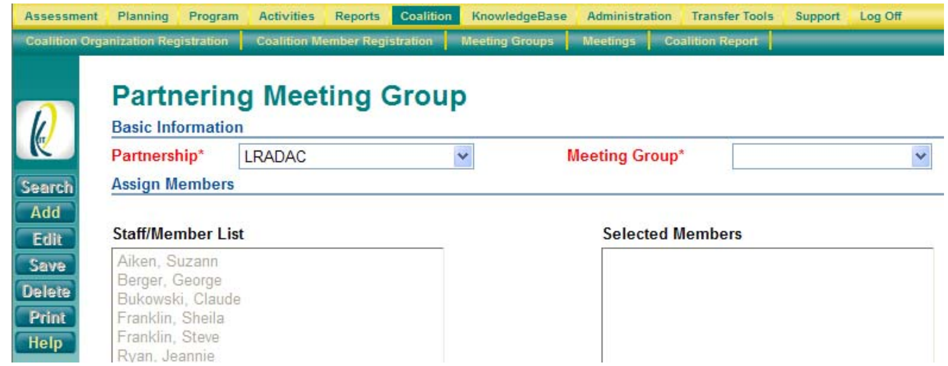
(This is a screenshot of the Coalition Member Permission Edit Form.)

Meeting Groups

Meeting Groups allow you to group the coalition members by meeting and it enables you to track the coalition member's attendance at meetings.

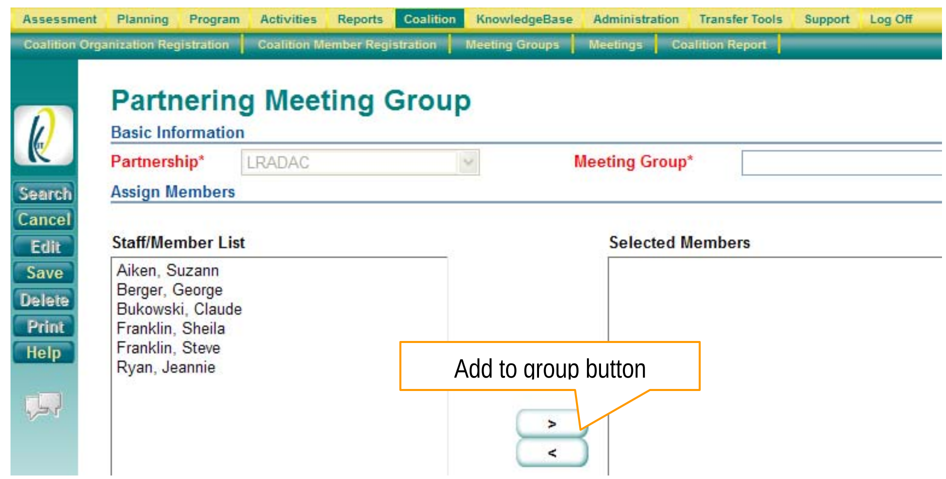
Adding a Meeting Group

1. Click **Coalition** from the Menu.
2. Click **Meeting Groups** from the submenu.
3. Click the Add (**Add**) button from the left toolbar.



(This is a partial screenshot of the Partnering Meeting Group Edit Form.)

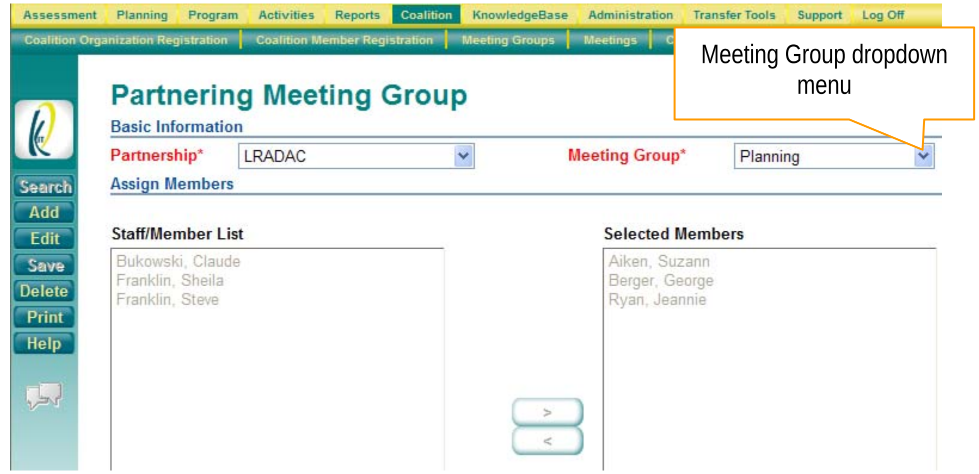
4. Enter a name for the group in the Meeting Group* field.
5. Click on a name in the **Staff/Member List** box and use the > button to add that name to the **Selected Members** box for that meeting group.
   *Note: If a coalition member is not in the **Staff/Member List** box, see [Adding a Coalition Member](). If a staff member is not in the list box, see [Adding Staff Information]().
   a. To remove a name from the meeting group, click on the name in the **Selected Members** box and use the < button to move the name back to the **Staff/Member List** box.
6. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.



(This is a sample screenshot of the Partnering Meeting Group Edit Form.)

Editing a Meeting Group

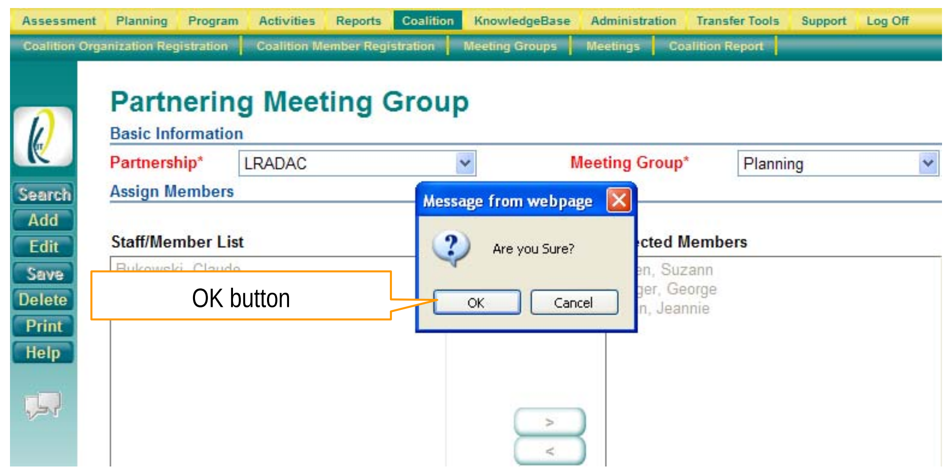
1. Click **Coalition** from the Menu.
2. Click **Meeting Groups** from the submenu.
3. Use the **Meeting Group** dropdown menu to locate the group that needs editing.
4. Click the Edit (**Edit**) button from the left toolbar.
5. Make any changes needed to the details.
6. Click the Save (**Save**) button from the left toolbar.
   ***Note**: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.



(This is a sample screenshot of the Partnership Meeting Group Edit Form.)

Deleting a Meeting Group

1. Click **Coalition** from the Menu.
2. Click **Meeting Groups** from the submenu.
3. Use the **Meeting Group** dropdown menu to locate the group that needs deleting
4. Click the Delete (**Delete**) button from the left toolbar.
5. A prompt appears stating "Are you sure?". Click the OK (**OK**) button.
   ***Note**: To cancel this deletion, click Cancel (**Cancel**).



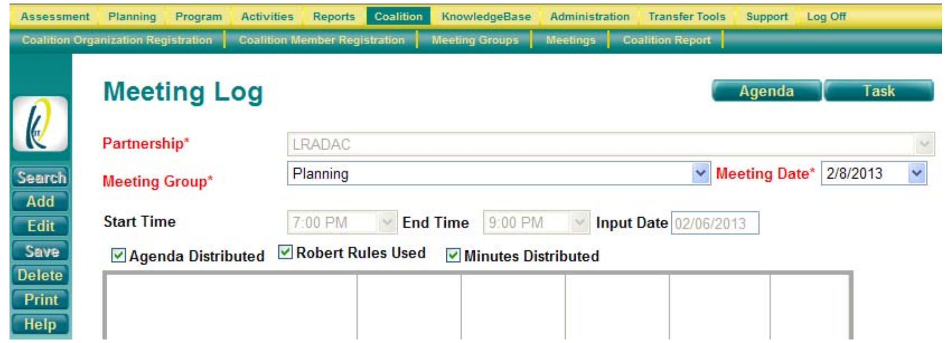
(This is a sample screenshot of the Partnering Meeting Group Edit Form.)

Tips

- You will not be able to delete a Meeting Group if it is associated with a meeting. First delete all the group's Meeting Logs and then delete the Meeting Group.

Meetings

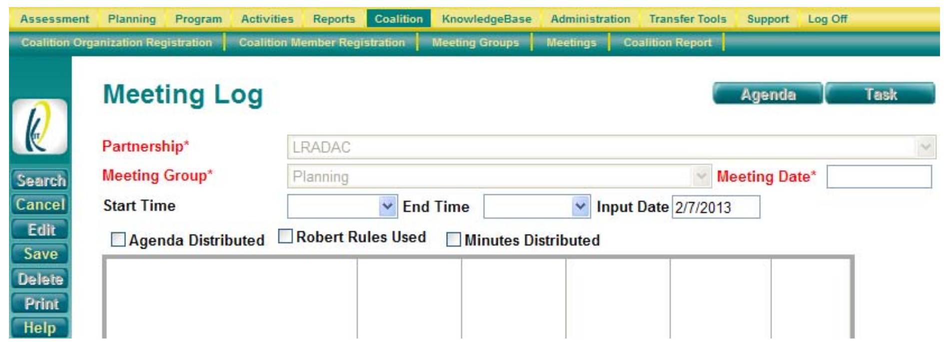
Coalition meetings are used to establish and prioritize goals and objectives and then track the progress to meeting those goals and objectives. This module is a way of centralizing the meeting agendas and tasks.



(This is a partial screenshot of the Meeting Log Edit Form.)

Adding a Meeting

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the appropriate Meeting Group* from the dropdown menu.
4. Click the Add (**Add**) button from the left toolbar.



(This is a partial screenshot of the Meeting Log Edit Form.)

5. Enter the date of the meeting in the Meeting Date* field.
6. Select the **Start Time** and **End Time** from the dropdown menus.
7. Check any of the appropriate check boxes for **Agenda Distributed**, **Robert Rules Used**, or **Minutes Distributed**.
8. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.
9. To enter attendance, begin on step 5 of Editing a Meeting.

Editing a Meeting

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired Meeting Group* from the dropdown menu.
4. Select the desired Meeting Date* from the dropdown menu.
   *Note: The most current date will be listed first.
5. Click the Edit (**Edit**) button from the left toolbar.
   a. To enter/edit the attendance for each member:
      i. Click the Edit (**Edit**) button to the right of the row with the member's name.
      ii. Use the check boxes to indicate whether the member was in attendance, whether they chaired or facilitated the meeting, whether they recorded the minutes and if they entered the meeting information.
      iii. Click the Update (**Update**) button to save the attendance information.
      *Note: To cancel the changes you have made, click Cancel (**Cancel**).
6. Make any changes to the details
7. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.

Member	Attended	Chair/ Faciliator	Recorder of Minutes	Input Meeting Info.	
Administrator, Account	☐	☐	☐	☐	Edit
Brown, Lisa	☐	☐	☐	☐	Edit
Fields, Kim	☐	☐	☐	☐	Edit
Jones, Brian	☑	☐	☐	☐	Edit
Jones, Kathy	☑				Edit
Jones, Mary	☑	Edit button			Edit
Scott, Laurie	☑	☐	☐	☐	Edit
Smith, John	☑	☐	☐	☐	Edit
Stone, Helen	☐	☐	☐	☐	Edit
S Additional pages link		☐	☐	☐	Edit

1 2

(This is a sample screenshot of the Meetings Attendance Listing Page.)

Jones, Mary	☐	☐	☐	☐	Update Cancel

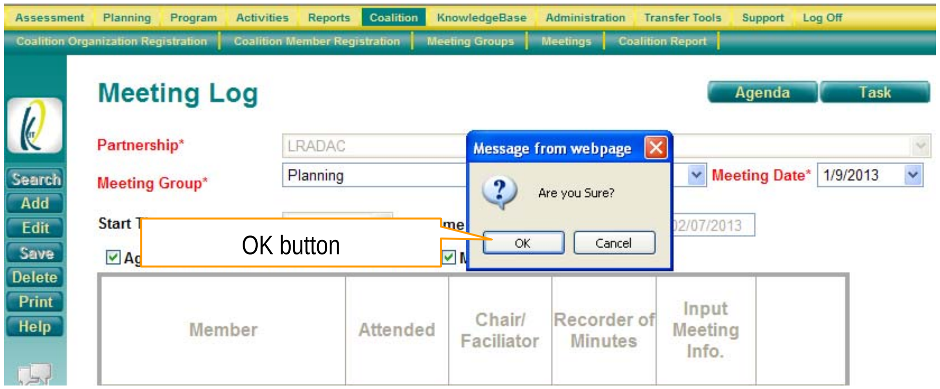
(This is a partial screenshot of the Meetings Attendance Edit Form.)

Tips

- If you added attendance to the meeting, once you have saved, the attended members will appear in the member grid.
- If your attendance is longer than 10 members, the remaining names will be on additional pages. Look for page number links at the bottom left hand corner of the attendance.

Deleting a Meeting

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired Meeting Group* from the dropdown menu.
4. Select the desired Meeting Date* from the dropdown menu.
   *Note: The most current date will be listed first.
5. Click the Delete (**Delete**) button from the left toolbar.
6. A prompt appears stating "Are you sure?". Click the OK (**OK**) button.
   *Note: To cancel this deletion, click Cancel (**Cancel**).



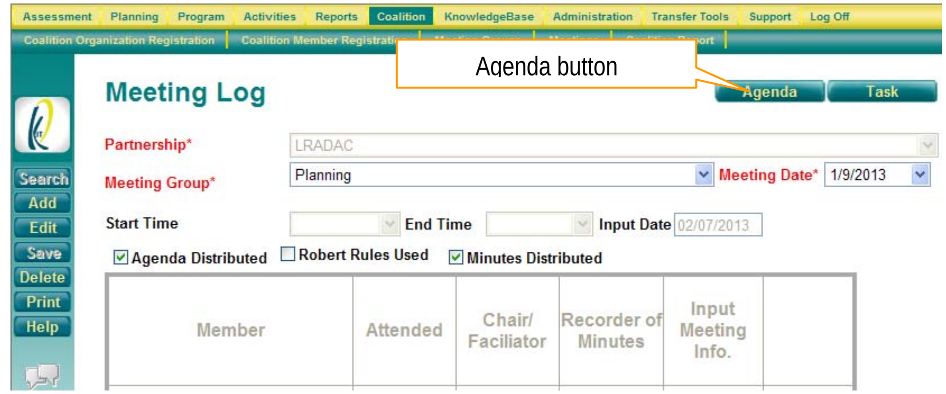
(This is a sample screenshot of the Meeting Log Edit Form.)

Agenda

Use the Agenda form to enter specific agenda items for this meeting, decisions on the item, and the process through which the decision was reached.

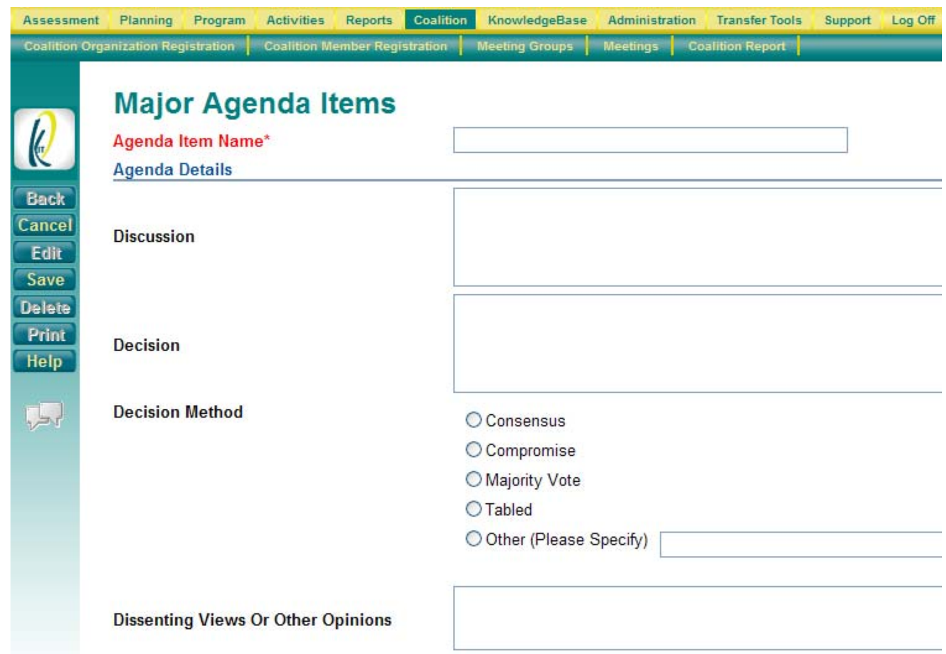
Adding an Agenda Item

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired Meeting Group* from the dropdown menu.
4. Select the desired Meeting Date* from the dropdown menu.
   *Note: The most current date will be listed first.
5. Click the Agenda (**Agenda**) button.
6. Click the Add (**Add**) button from the left toolbar.



(This is a partial screenshot of the Meeting Log Edit Form.)

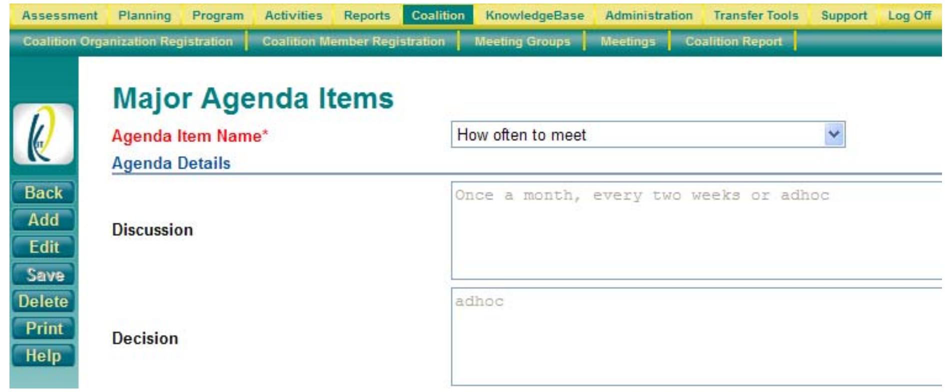
7. Enter the name of the agenda item in the Agenda Item Name* field.
8. Enter the **Agenda Details** for the meeting.
   a. Enter a description of the discussion concerning the agenda item in the **Discussion** textbox.
   b. Enter the decision reached concerning the agenda item in the **Decision** textbox.
   c. Use the **Decision Method** radio buttons to indicate the method in which the decision was reached.
      i. If *Other (Please Specify)* is selected), enter the other method in the textbox.
   d. Indicate any **Dissenting Views Or Other Opinions** in the appropriate textbox.
9. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.
   a. Click Back (**Back**) from the left toolbar to go back to the **Meetings** screen.



(This is a screenshot of the Major Agenda Items Edit Form.)

Editing an Agenda Item

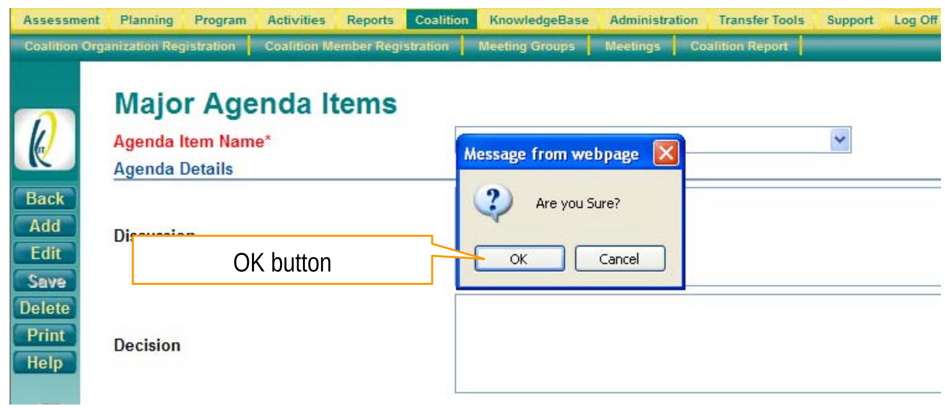
1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired Meeting Group* from the dropdown menu.
4. Select the desired Meeting Date* from the dropdown menu.
   *Note: The most current date will be listed first.
5. Click the Agenda (Agenda) button.
6. Select the desired Agenda Item Name* from the dropdown menu
7. Click the Edit (Edit) button from the left toolbar.
8. Make any changes to the details
9. Click the Save (Save) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (Cancel) button from the left toolbar.
   a. Click the Back (Back) button from the left toolbar to go back to the Meetings screen.



(This is a partial screenshot of the Major Agenda Item Edit Form.)

Deleting an Agenda Item

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired Meeting Group* from the dropdown menu.
4. Select the desired Meeting Date* from the dropdown menu.
   *Note: The most current date will be listed first.
5. Click the Agenda (Agenda) button.
6. Select the desired Agenda Item Name* from the dropdown menu
7. Click the Delete (Delete) button from the left toolbar.
8. A prompt appears stating "Are you sure?". Click the OK (OK) button.
   *Note: To cancel this deletion, click Cancel (Cancel).
   a. Click the Back (Back) button from the left toolbar to go back to the Meetings screen.



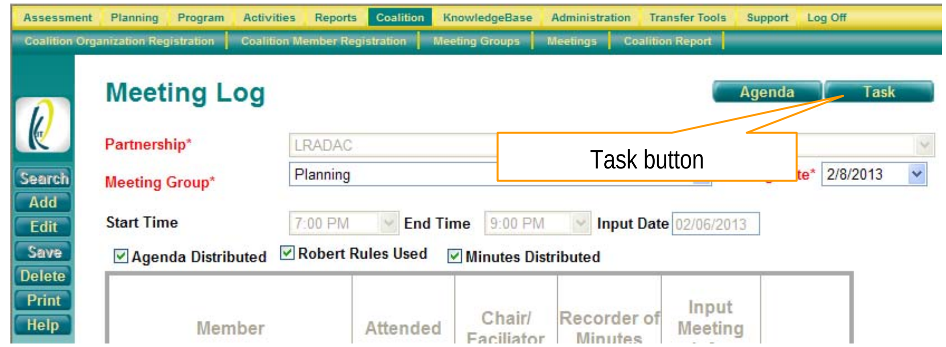
(This is a partial screenshot of the Major Agenda Item Edit Form.)

Task Assignment

Use the Task Assignment screen to assign projects to meeting group members.

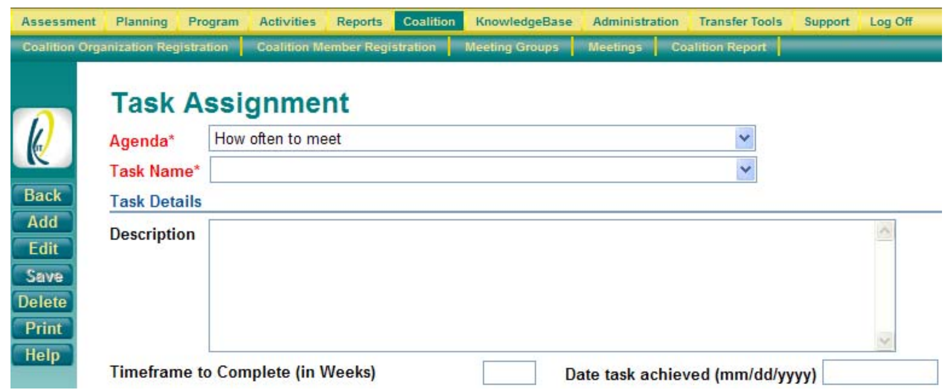
Adding a Task Assignment

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired Meeting Group* from the dropdown menu.
4. Select the desired Meeting Date* from the dropdown menu.
   *Note: The most current date will be listed first.
5. Click the Task (Task) button.



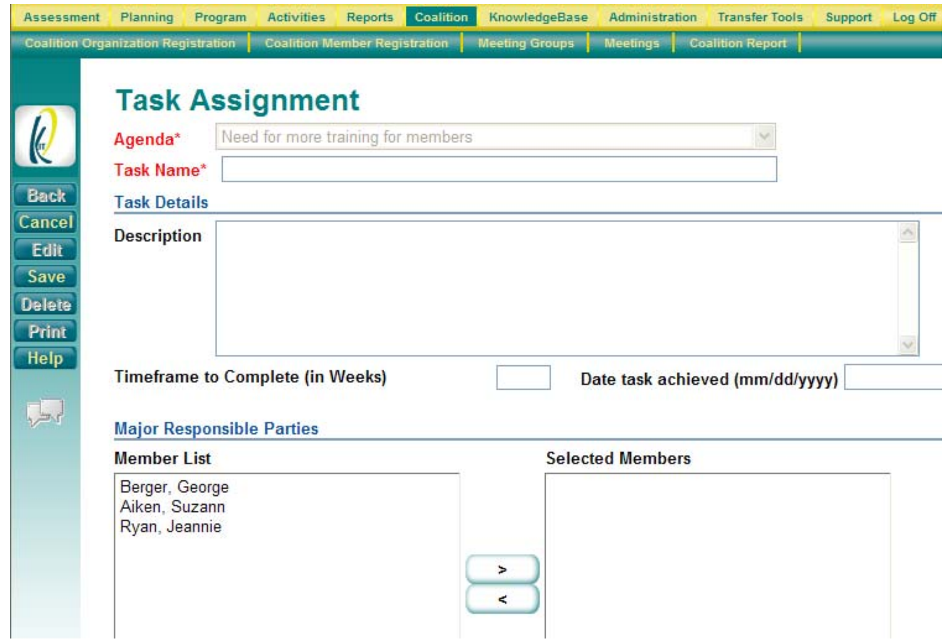
(This is a partial screenshot of the Meeting Log Edit Form.)

6. Select the agenda item you wish to add a task to from the Agenda* dropdown menu.
7. Click the Add (Add) button from the left toolbar.



(This is a partial screenshot of the Task Assignment Edit Form.)

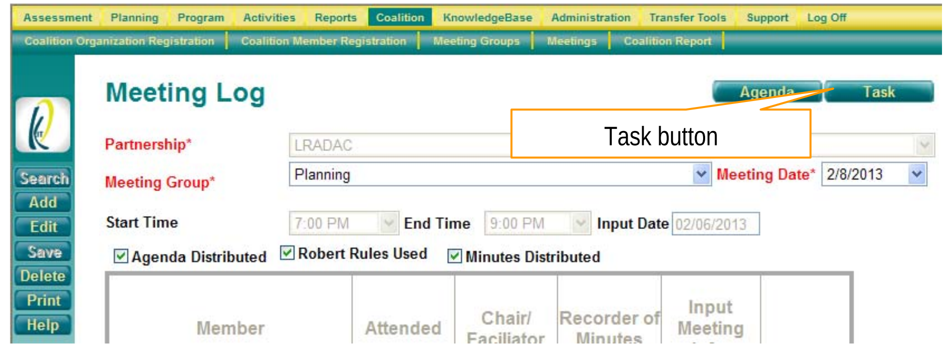
8. Enter the name of the task in the Task Name* field.
9. Fill in the **Task Details**:
    a. Enter a description of the task in the **Description** textbox.
    b. Enter the number of weeks until completion in the **Timeframe** textbox.
    c. Enter the date the task was completed in the **Date task achieved** textbox as mm/dd/yyyy.
10. To select the major responsible parties, click on a name in the **Member List** box and use the > button to add that name to the **Selected Members** box for that task assignment.
    *Note: If a member is not in the **Member List** box, see [Adding a Meeting Group](#).
    a. To remove a name from the task assignment, click on the name in the **Selected Members** box and use the < button to move the name back to the **Member List** box.
11. Click the Save (**Save**) button from the left toolbar.
    *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.
    a. Click the Back (**Back**) button from the left toolbar to go back to the Meetings screen.



(This is a sample screenshot of the Task Assignment Edit Form.)

Editing a Task Assignment

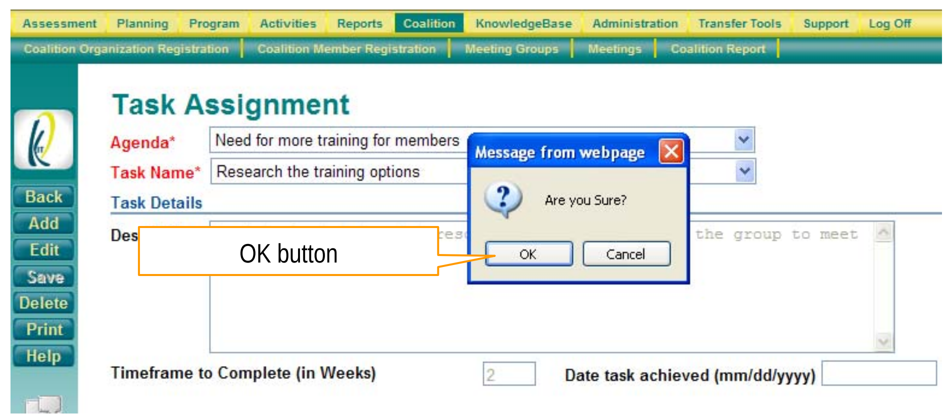
1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired Meeting Group* from the dropdown menu.
4. Select the desired Meeting Date* from the dropdown menu.
   *Note: The most current date will be listed first.
5. Click the Task (**Task**) button.
6. Select the agenda item of the task you wish to edit from the Agenda*dropdown menu.
7. Click the Edit (**Edit**) button from the left toolbar.
8. Make any changes to the details
9. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.
   a. Click the Back (**Back**) button from the left toolbar to go back to the Meetings screen.



(This is a partial screenshot of the Meeting Log Edit Form.)

Deleting a Task Assignment

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired Meeting Group* from the dropdown menu.
4. Select the desired Meeting Date* from the dropdown menu.
   *Note: The most current date will be listed first.
5. Click the Task (**Task**) button.
6. Select the agenda item of the task you wish to delete from the Agenda* dropdown menu.
7. Click the Delete (**Delete**) button from the left toolbar.
8. A prompt appears stating "Are you sure?". Click the OK (**OK**) button.
   *Note: To cancel this deletion, click Cancel (**Cancel**).
   a. Click the Back (**Back**) button from the left toolbar to go back to the Meetings screen.



(This is a partial screenshot of the Task Assignment Edit Form.)

Coalition Report

Page is under construction.

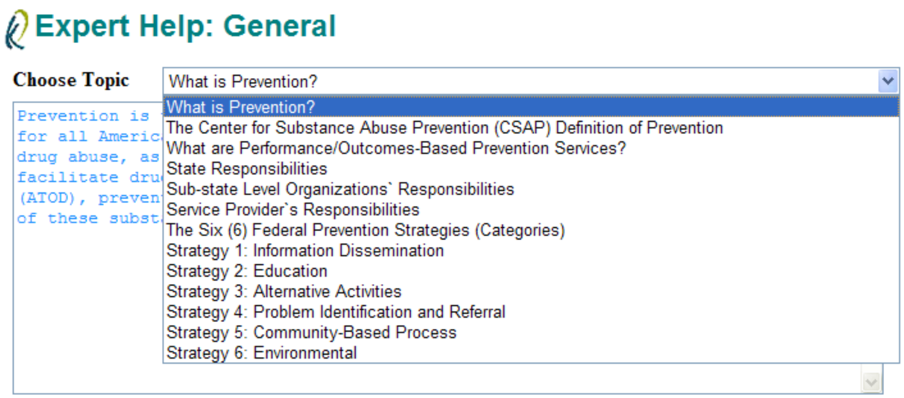
KNOWLEDGE BASE

The Knowledge Base module is a warehouse of prevention related documents, web sites and KIT Prevention Service design information.

Expert Help

The Expert Help section contains helpful information regarding prevention for KIT Prevention.

1. Click **Knowledge Base** from the Menu.
2. Click **Expert Help** from the submenu.
3. A new window will open.
4. Select the topic you'd like to view from the **Choose Topic** dropdown menu. The information is displayed in the box below the dropdown menu.
5. To close the Expert Help window, click on the in the upper right-hand corner.



(This is a screenshot of the Expert Help window showing the **Choose Topic** dropdown menu.)

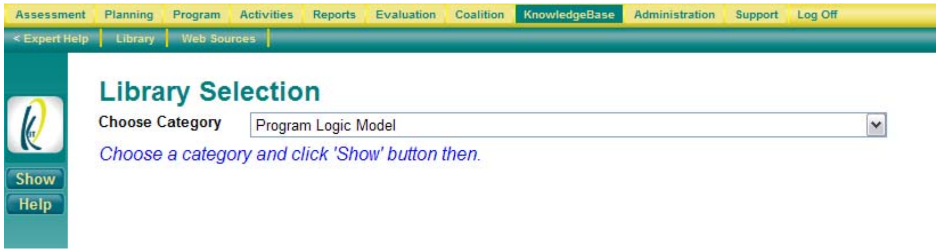
Tips

- If you have a pop-up blocker on your computer, hold the **Ctrl** (**Control**) key on your keyboard down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

Library

The Library section is a repository of commonly requested documents, index code definitions, and other general documents that the KIT Prevention Service would like to make available on the application.

1. Click **Knowledge Base** from Menu
2. Click **Library** from the submenu.
3. Select a category from the **Choose Category** dropdown menu.
4. Click Show (**Show**) button from the left toolbar to open the selected document.
5. A new window will open displaying the document.
6. To close the open window, click on the ☒ in the upper right-hand corner.



(This is a screenshot of the Library Selection Page.)

Tips

- If you have a pop-up blocker on your computer, hold the Ctrl key on your keyboard down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

Web Sources

The Web Sources area of the Knowledge Base section allows users and prevention workers to have a wealth of prevention links organized by the type of organization, agency, or topic they represent.

1. Click **Knowledge Base** from the Menu
2. Click **Web Sources** from the submenu.
3. Select a category from the **Choose Category** dropdown menu.
4. From the **Web Source List**, click on the web source you would like to visit.
5. The website of the web source selected is displayed in the **Web Site** field. Click on the web site.
6. A new window will open displaying the website you chose.
7. To close the new website window, click on the ☒ in the upper right-hand corner.

(This is a screenshot of the Web Sources List.)

Tips

- If you have a pop-up blocker on your computer, hold the Ctrl key on your keyboard down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

ADMINISTRATION

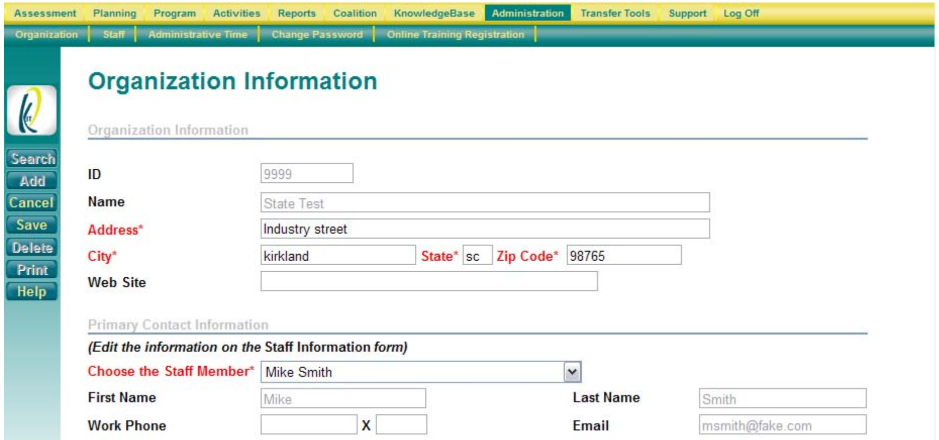
The Administration Module is an area that is designed to complete administrative tasks within the application such as Organization Information, Staff Registration and Administration Time.

Organization Information

The Organization Information area has fields with information specific to your organization. The contact information is useful to the state if they have a question on any part of the data that has been put into the application.

Updating the Organization Information

1. Click **Administration** from the Main Menu.
2. Click **Organization** from submenu.
3. Click the Edit (**Edit**) button from the left toolbar.
4. Make any changes needed to the **Organization Information** (including Address*, City*, State* and Zip Code*).
5. In the **Primary Contact Information** section, select one of the staff members to serve as a contact person for the KIT Prevention Service from the Choose the Staff Member* dropdown menu. The rest of the information will be loaded for you based on what was entered in the Staff/User module.
6. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.



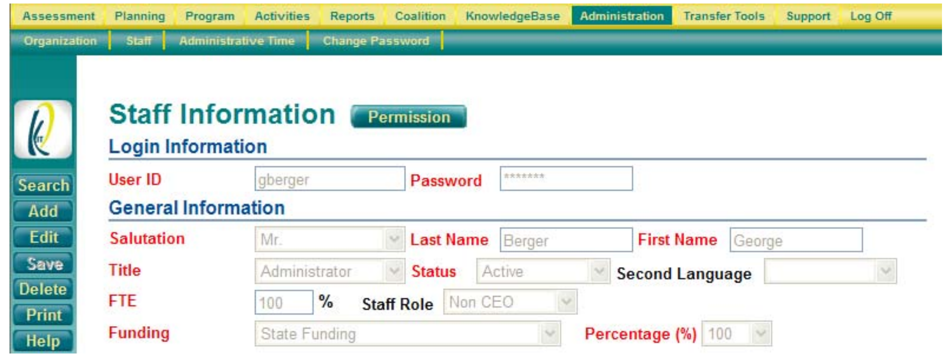
(This is a sample screenshot of the Organization Information Edit Form.)

Tips

- Only the state can change the ID and the Name. If one of these items is incorrect for your organization, contact KIT Support. (Refer to the KIT Support section.)

Staff

The Staff Information page enables the organization to track staff members' hours. In order to track staff hours as they relate to specific events, the staff members must be set-up in this module prior to entering event data. A staff member MUST be entered if he/she will need access to the database (data entry) or if they will be performing prevention services.

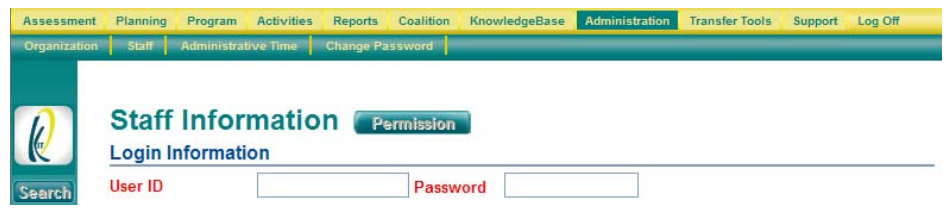


(This is a partial screenshot of the Staff Information Edit Form.)

Adding Staff Information

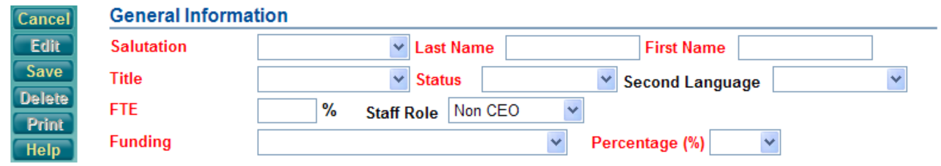
1. Click **Administration** from the Menu.
2. Click **Staff** from the submenu.
3. Click  (**Add**) from the left toolbar

4. Enter in the staff's **Login Information**.
   a. The User ID* will be the login name used by the staff member. This may be anything that you choose. Choosing a User ID and Password scheme will simplify administration (For Example: Using first initial and last name for the User ID.)
   b. The Password* field is where the temporary password is created for the staff member. This password will be used along with the User ID and Organization ID number to log in. Once logged in, they can use Change Password module to change the password.



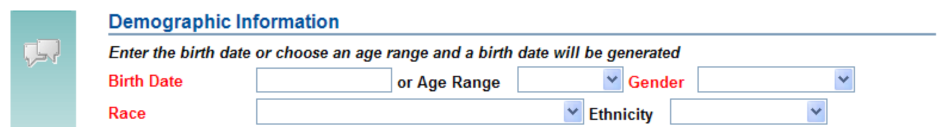
(This is a partial screenshot of the Staff Information Edit Form.)

5. Enter in the staff member's General Information.
    a. Select the member's Salutation* from the dropdown menu.
    b. Enter the staff member's Last Name* and First Name* in the appropriate fields.
    c. Select the member's Title* from the dropdown menu.
    d. Select the Status* of the staff member from the dropdown menu.
        i. *Active*: on staff.
        ii. *Inactive*: no longer on staff.
    e. If applicable, use the Second Language drop-down menu to select the second language of the member.
    f. Enter the staff member's full time equivalency in the FTE* field.
    g. If desired, select the staff member's Staff Role from the dropdown menu.
    h. Select the funding source the staff member works on from the Funding dropdown menu.
    i. Select the percentage of time the staff member works on that funding source from the Percentage (%) dropdown menu.



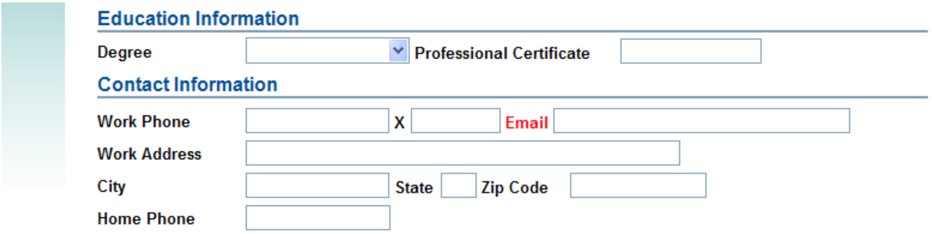
(This is a partial screenshot of the Staff Information Edit Form.)

6. Enter in the staff member's Demographic Information.
    a. Enter in the member's Birth Date* as mm/dd/yyyy.
        i. If the Birth Date is unknown, use the or Age Range dropdown menu. The application will automatically fill in a birth date within the age range selected.
        *Note: Do not enter a Birth Date and then select an Age Range; you will lose the original birth date that you entered.
    b. Select the staff member's Gender*, Race* and Ethnicity from the appropriate dropdown menus.



(This is a partial screenshot of the Staff Information Edit Form.)

7. Enter the staff member's **Educational Information**.
8. Enter the member's **Contact Information**.
   *Note: The staff member's **Email** is a required field.
9. Click the (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the (**Cancel**) button from the left toolbar.



(This is a partial screenshot of the Staff Information Edit Form.)

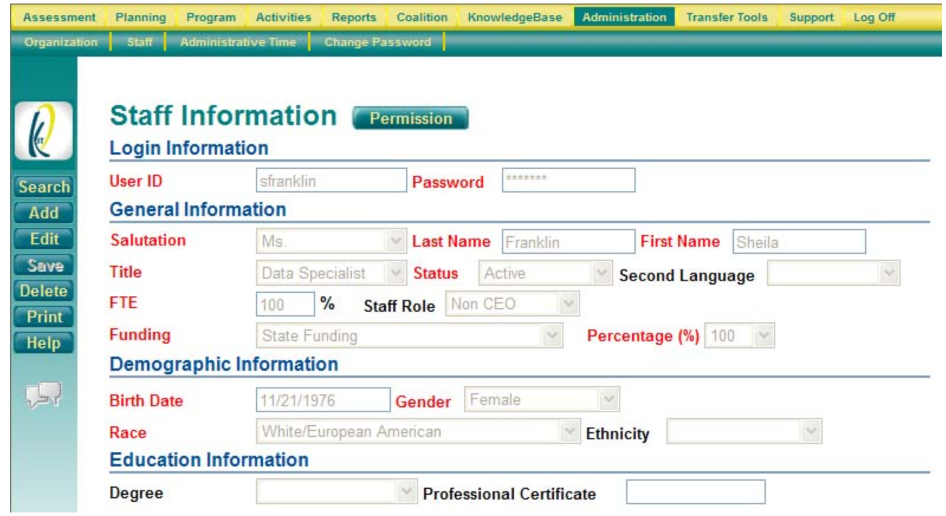
The permission levels for the staff member must now be set. (For detailed instructions on setting staff permissions, see Updating a Staff Permission.)

Tips

- When staff members leave your organization you will not be able to delete them. Set their **Status*** to *Inactive* to keep them in the database for history purposes but removed from all of the staff lists on forms.
- Passwords can be any combination of letters, numbers, and/or characters.
- Passwords are case sensitive.
- If a staff member has no email, type "none" in the **Email** field.
- If *Volunteer* is selected as the staff member's Title, the **FTE** and **Funding** fields is not required for saving.
- The Funding Percentage must match the FTE percentage. If it does not, a new field will appear (Additional Funding) allowing you to enter additional funding.

Editing Staff Information

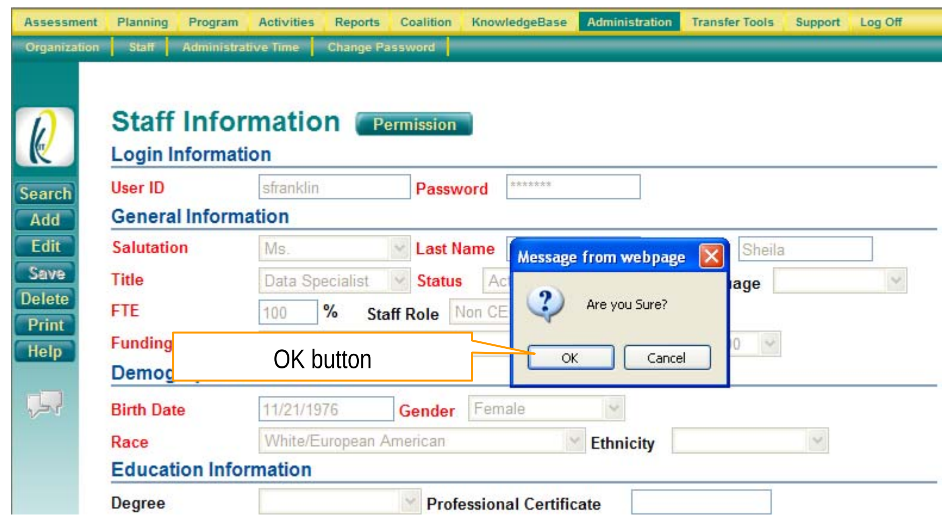
1. Click **Administration** from the Menu.
2. Click **Staff** from the submenu.
3. Locate the staff member you wish to edit by clicking the Search (**Search**) button from the left toolbar. (See [Using the Search Feature]() for instructions.)
4. Click the Select (**Select**) button to the right of the appropriate staff member.
5. Click the Edit (**Edit**) button from the left toolbar.
6. Make all changes to the details.
7. Click the Save (**Save**) button from the left toolbar.
   *__Note__: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.



(This is a partial screenshot of the Staff Information Edit Form.)

Deleting Staff Information

1. Click **Administration** from the Menu.
2. Click **Staff** from the submenu.
3. Locate the staff member you wish to delete by clicking the Search (**Search**) button from the left toolbar. (See [Using the Search Feature]() for instructions.)
4. Click the Select (**Select**) button to the right of the appropriate staff member.
5. Click the Delete (**Delete**) button from the left toolbar.
6. A prompt appears stating "Are you sure?". Click the OK (**OK**) button.
   *__Note__: To cancel this deletion, click Cancel (**Cancel**).



(This is a partial screenshot of the Staff Information Edit Form.)

Tips

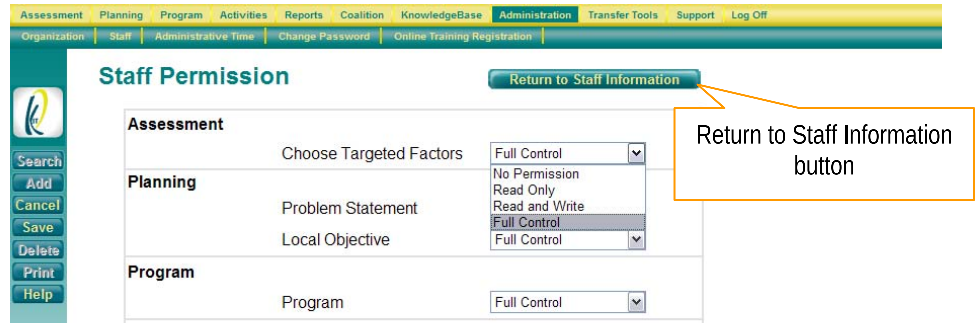
- You will not be able to delete staff members if they are associated with a service. You will need to set the status to *Inactive*.

Staff Permissions

You can tailor a specific user's access level to areas of the South Carolina DAODAS Service. The permissions are defaulted to a normal access level for a particular user, but anyone that has access to the Staff area can modify access levels for any user on the application.

Updating a Staff Permission

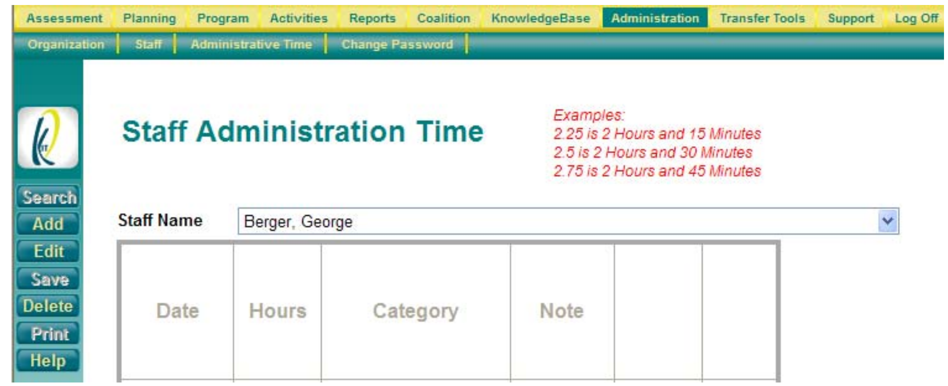
1. Click **Administration** from the Menu.
2. Click **Staff** from the submenu.
3. Locate the staff member you wish to edit by clicking the Search (**Search**) button from the left toolbar. (See [Using the Search Feature] for instructions.)
4. Click the Select (**Select**) button to the right of the appropriate staff member.
5. From the Staff Information screen, click the Permission (**Permission**) button.
6. Click the Edit (**Edit**) button from the left toolbar.
7. For each module, set the staff member's permission levels as follows :
    a. _No Permission:_ No access to a particular module.
    b. _Read Only:_ Staff can only view information.
    c. _Read and Write:_ Staff can add new information, view and edit existing information.
    d. _Full Control:_ Staff can add new information, view, edit and delete existing information.
8. Once you have set the permissions for this staff member, click the Save (**Save**) button from the left toolbar.
   *__Note__: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.
    a. Click the Return to Staff Information (**Return to Staff Information**) button to return to the Staff Information page.



(This is a partial screenshot of the Staff Permission Edit Form.)

Administrative Time

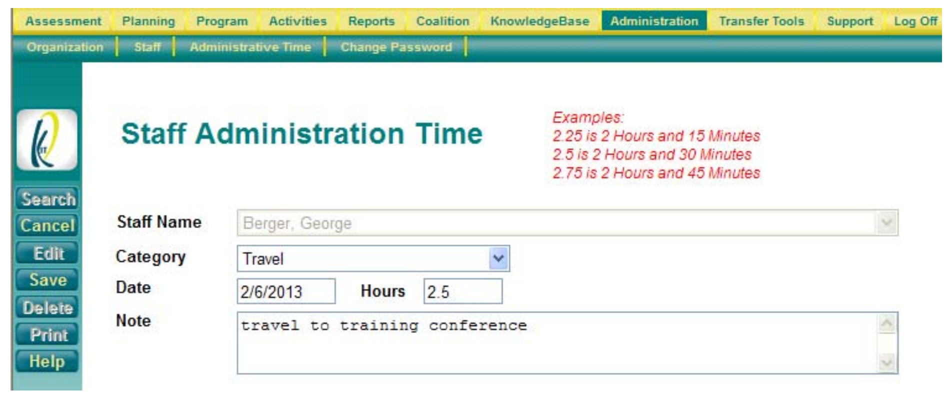
The Administrative Time area is an optional area that allows users to indicate time spent on prevention that is not directly related to an event. Time spent during trainings, meetings, general planning, or even entering information into KIT Prevention can be considered administrative time.



(This is a screenshot of the Staff Administration Time Edit Form.)

Adding Staff Administration Time

1. Click the **Administrative** from the Menu.
2. Click **Administrative Time** from the submenu.
3. Select a staff member from the **Staff Name** dropdown menu.
4. Click Add (**Add**) from the left toolbar.

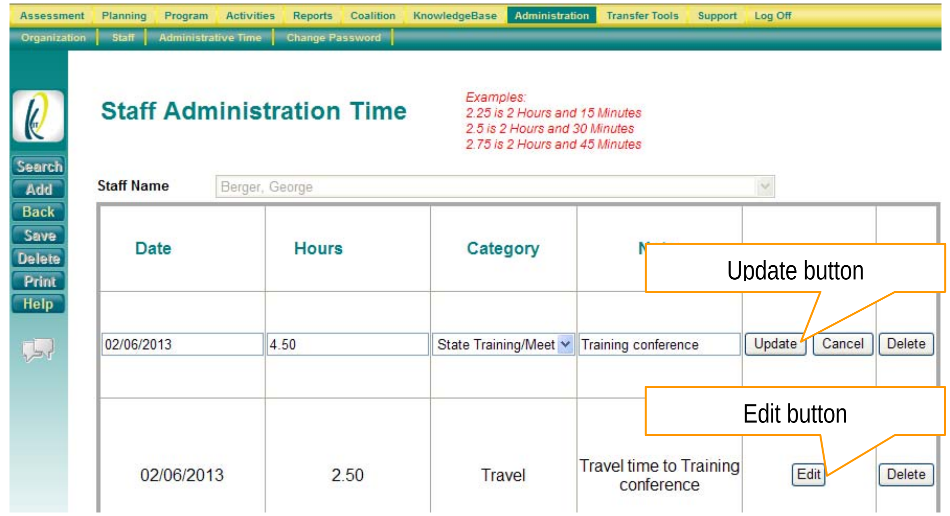


(This is a sample screenshot of the Staff Administration Time Edit Form.)

5. Select the **Category** from the dropdown menu.
6. Enter the **Date** using the mm/dd/yyyy format.
7. Enter the number of hours the administrative time took place in the **Hours** field.
8. If desired, enter any notes regarding the time in the **Notes** field.
9. Click Save (**Save**) button from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.

Editing Staff Administration Time

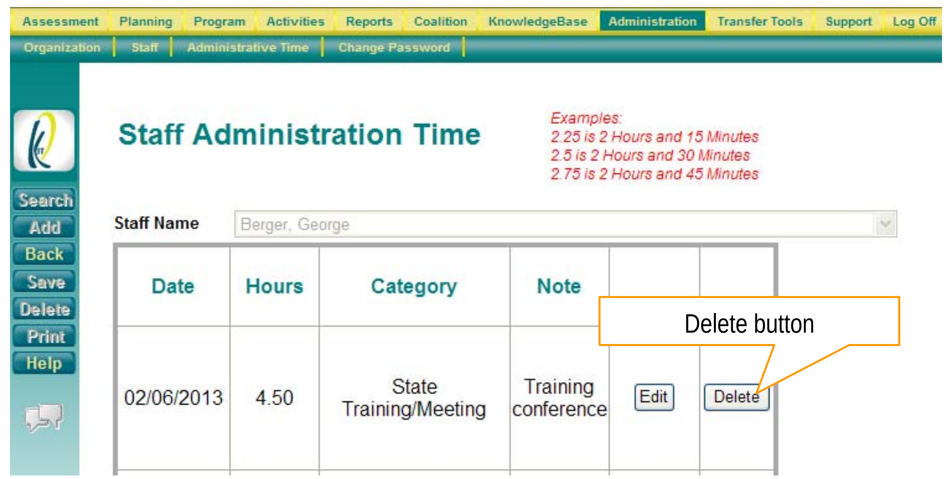
1. Click the **Administrative** from the Menu.
2. Click **Administrative Time** from the submenu.
3. Select a staff member from the **Staff Name** dropdown menu.
4. Click the Edit (**Edit**) button from the left toolbar.
5. Click the Edit (**Edit**) button to the right of the administration time that needs editing.
6. Make any changes needed to the details.
7. Click the Update (**Update**) button to save any changes to the staff member's administrative time.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button to the right of the administration time entry.



(This is a sample screenshot of the Staff Administrative Time Edit Form.)

Deleting Staff Administration Time (Single Entry)

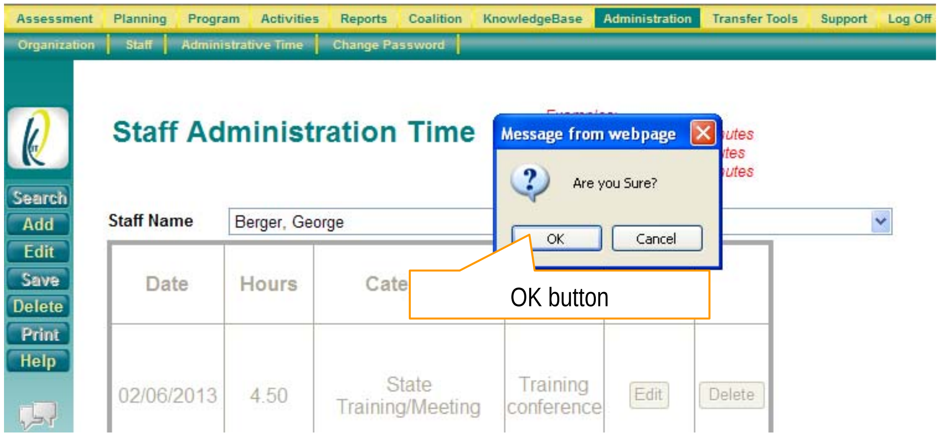
1. Click **Administration** from the Menu.
2. Click **Administrative Time** from submenu.
3. Select a staff member from the **Staff Name** dropdown menu.
4. Click the Edit (**Edit**) button from the left toolbar.
5. To delete a specific date, click the Delete (**Delete**) button to the right of the row with the correct date.
6. Notice the deleted record is no longer on the list.



(This is a sample screenshot of the Staff Administrative Time Listing Page.)

Deleting Staff Administration Time

1. Click the **Administrative** from the Menu.
2. Click **Administrative Time** from the submenu.
3. Select a staff member from the **Staff Name** dropdown menu.
4. Click the **Delete** button from the left toolbar
5. A prompt appears stating "Are you sure?". Click the OK (**OK**) button.
   ***Note**: To cancel this deletion, click Cancel (**Cancel**).
6. <u>All</u> records have been deleted from the application for the staff member.

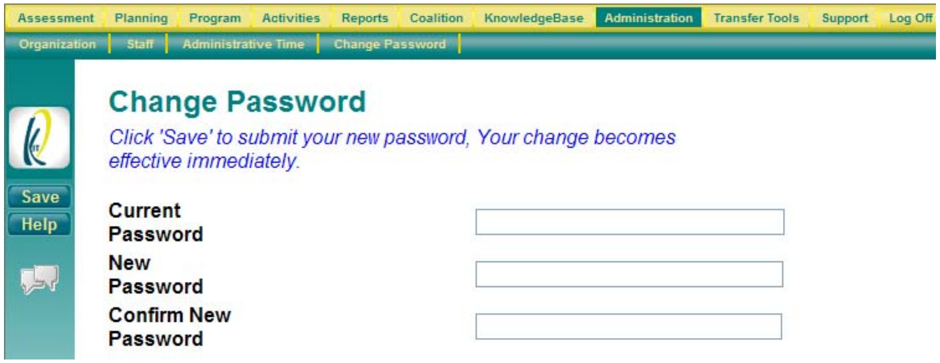


(This is a sample screenshot of the Staff Administrative Time Edit Form.)

Change Password

The Change Password module allows the user to change the password on the account they are currently logged into.

1. Click **Administration** in the Menu.
2. Click **Change Password** from the submenu.
3. Enter the current password in the **Current Password** field.
4. Enter the password you would like to use in the **New Password** field.
5. Re-type the new password in the **Confirm New Password** field.
6. Click the Save (**Save**) button from the left toolbar.
   Note*: You will receive a message stating the password was successfully changed. The change is effective immediately.



(This is a sample screenshot of the Change Password screen.)

Tips

- Passwords are case sensitive.
- Passwords can be any combination of letters, numbers and/or characters.
- Passwords do not expire.

TRANSFER TOOLS

The Transfer Tools module will allow you to transfer last fiscal year's data to this fiscal year. The Transfer Tools must be done in left to right order. Other tools will not work properly until the previous tool has been completed.

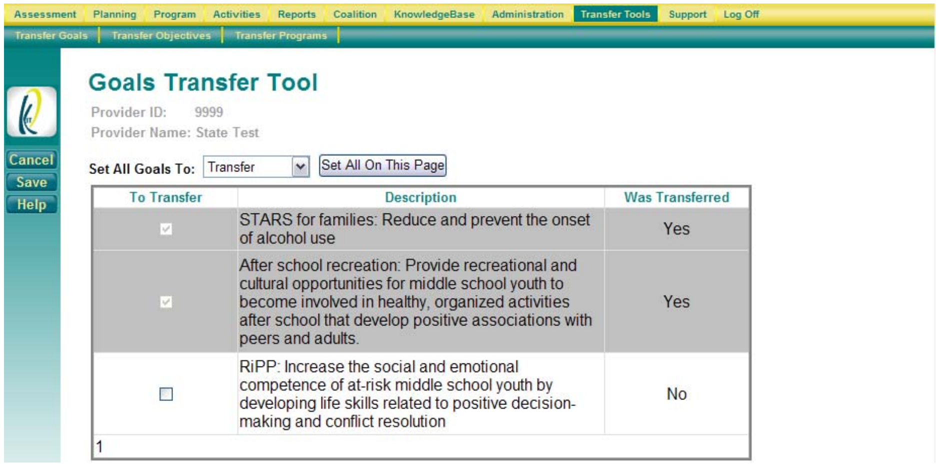
Tips

- If you are unsuccessful in transferring multiple data at one time, try transferring only one at a time to avoid errors.

Transfer Goals

This Goal Transfer Tool allows the user to transfer goals from last fiscal year to this fiscal year.

1. Click **Transfer Tools** from the main menu.
2. Click **Transfer Goals** from the submenu.
3. Click the (**Edit**) button from the left toolbar.
4. Select <u>*Transfer*</u> or <u>*Don't Transfer*</u> from the **Set All Goals To** field.
   a. <u>*Transfer*</u>: To indicate that all Goals need to be transferred (Selects all Goals)
   b. <u>*Don't Transfer*</u>: To indicate that no Goals need to be transferred (Does not select any Goals)
      i. Click the (**Set All On This Page**) button to apply the settings.
5. To indicate that only selected goals need to be transferred, select the box next to the individual goal in the list.
6. Click (**Save**) from the left toolbar.
   *Note: To exit this screen without saving any changes, click the (**Cancel**) button from the left toolbar.
7. Once your goals are transferred they will be grayed out and no further actions can be made to them.

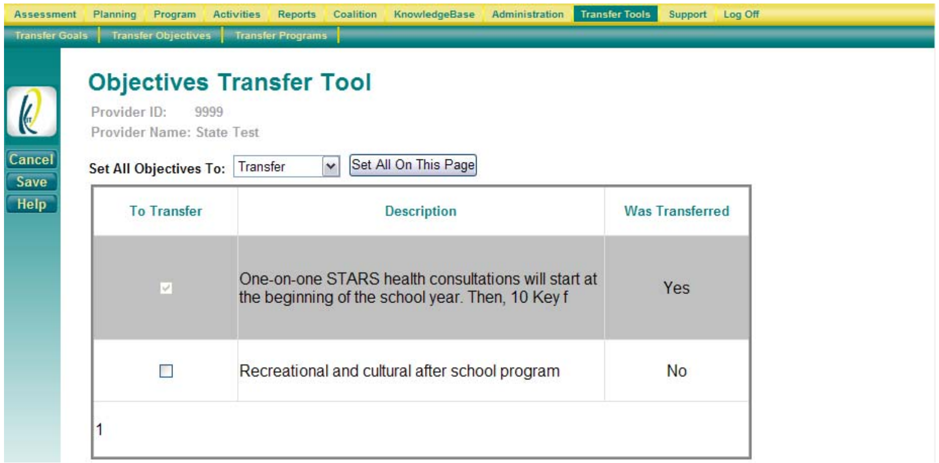


(This is a sample screen shot of the Goals Transfer Tool screen)

Transfer Objectives

This module allows the user to transfer objectives from last fiscal year to this fiscal year.

1. Click **Transfer Tools** from the main menu.
2. Click **Transfer Objectives** from the submenu.
3. Click the Edit (**Edit**) button from the left toolbar.
4. Select *Transfer* or *Don't Transfer* from the **Set All Objectives To** field.
    a. *Transfer*: To indicate that all Objectives need to be transferred (Selects all Objectives)
    b. *Don't Transfer*: To indicate that no Objectives need to be transferred (Does not select any Objectives)
        i. Click the Set All On This Page (**Set All On This Page**) button to apply the settings.
5. To indicate that only selected objectives need to be transferred, select the box next to the individual objective in the list.
6. Click Save (**Save**) from the left toolbar.
   *__Note__: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.
7. Once your objectives are transferred they will be grayed out and no further actions can be made to them.



(This is a sample screen shot of the Objectives Transfer Tool screen)

Tips

- You will only be able to transfer the objectives associated with the particular goals that were transferred.

Transfer Programs

This module allows the user to transfer programs from last fiscal year to this fiscal year.

1. Click **Transfer Tools** from the main menu.
2. Click **Transfer Programs** from the submenu.
3. Click the Edit (**Edit**) button from the left toolbar.
4. Select *Transfer* or *Don't Transfer* from the **Set All Programs To** field.
   a. *Transfer*: To indicate that all Programs need to be transferred (Selects all Programs)
   b. *Don't Transfer*: To indicate that no Programs need to be transferred (Does not select any Programs)
      i. Click the Set All On This Page (**Set All On This Page**) button to apply the settings
5. To indicate that only selected programs need to be transferred, select the box next to the individual program in the list.
6. Click Save (**Save**) from the left toolbar.
   *Note: To exit this screen without saving any changes, click the Cancel (**Cancel**) button from the left toolbar.
7. Once your programs are transferred they will be grayed out and no further actions can be made to them

(This is a sample screen shot of the Program Transfer Tool screen)

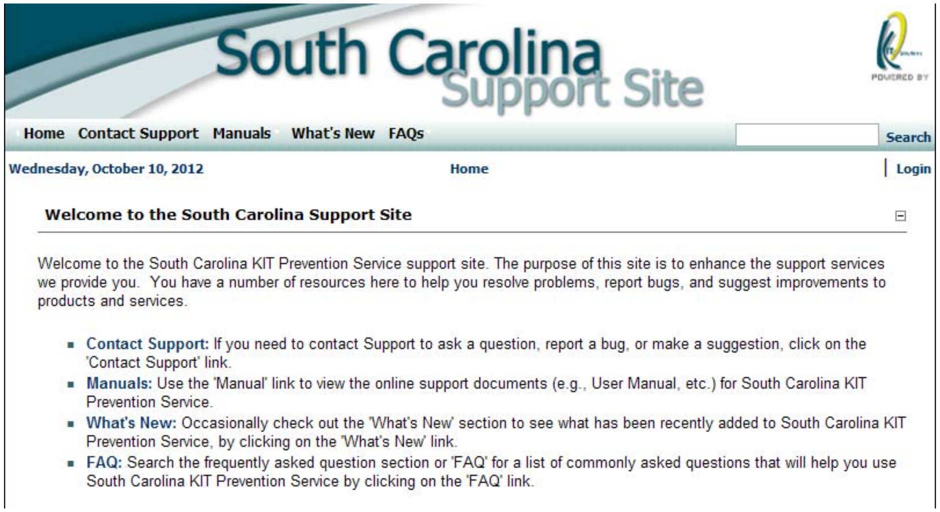
Tips

- Only Model programs can be transferred. If you had local programs registered last fiscal year, you will have to reenter them.

KIT SUPPORT

On the Support Site, you will find information about how to contact Support, an online version of this manual, and frequently asked questions regarding the application.

1. To reach the KIT Solutions Support Site, click Support from the Menu.
2. Click KIT Support from the submenu. A new window will open displaying the Support Site.
3. To submit a problem, question, or suggestion for improvement to KIT Solutions Customer Support team, click the Contact Support link.
    a. Fill in the appropriate fields.
    b. Click the Submit button. Your request will be sent to the KIT Solutions Customer Support team.
4. To find this manual in an online version, click the Manuals link. A new window will open displaying the User Manual as an Adobe .PDF file.
5. To see a list of new features, improvements, or announcements for the SC Prevention Service, click the What's New link.
6. To view frequently asked questions regarding the application, click the FAQ link.



(This is a screenshot of the South Carolina Support Site.)